

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC, Baltimore

DATE: January 20, 1959

FROM : Director, FBI

PERSONAL ATTENTIONSUBJECT: REPORT WRITING - ELIMINATION
OF AUXILIARY OFFICE REPORTS

For your attention and that of the officials for whom copies of this letter are designated, the Bureau is enclosing a draft of proposed instructions designed to effect certain changes in report writing policy and procedures as outlined therein. The instructions are intended to be completely self-explanatory insofar as concerns the spirit and letter of the proposed changes.

Before the Bureau makes a final decision on the feasibility of these changes, it would appreciate your comments, suggestions and any recommended amendments. As you can well understand, the Bureau must depend upon the field executives if these changes are to achieve the intended objectives. Therefore, in making your analysis please be certain to consult those personnel in your office who will have the daily responsibility of applying the proposed policy and procedures.

Deadline for receipt of your comments at the Bureau will be Friday, February 13, 1959. Mark your replies, "Attention: Training and Inspection Division."

Enclosure

2 - SAC, Chicago	(Personal Attention) (Enclosure)
2 - SAC, Jacksonville	(Personal Attention) (Enclosure)
2 - SAC, Los Angeles	(Personal Attention) (Enclosure)
2 - SAC, Memphis	(Personal Attention) (Enclosure)
2 - SAC, Minneapolis	(Personal Attention) (Enclosure)
2 - SAC, New York	(Personal Attention) (Enclosure)
2 - SAC, Oklahoma City	(Personal Attention) (Enclosure)
2 - SAC, San Antonio	(Personal Attention) (Enclosure)
2 - SAC, San Francisco	(Personal Attention) (Enclosure)
2 - SAC, Seattle	(Personal Attention) (Enclosure)
2 - SAC, WFO	(Personal Attention) (Enclosure)

ENCLOSURE

- 2301

REPORT WRITING - ELIMINATION OF AUXILIARY OFFICE REPORTS

The Bureau has been concerned with efforts to economize, streamline, and place primary responsibility where it properly belongs. Cutting administrative overhead and eliminating nonessential double-checks are stressed. In line with this effort, the Bureau is, wherever possible, adopting procedures to give the field offices of origin more complete primary responsibility for supervising the investigation and reporting of many classifications. This is not intended to mean any lessening of Seat of Government control--to the contrary, it is expected to permit the Seat of Government to concentrate on the broader problems of policy, programs, and procedures.

The vigor, imagination, and enthusiasm evidenced by the field in recognizing, supporting, and suggesting further possibilities of economy and streamlining are of great assistance in achieving highest standards which are synonymous with the organization. It is doubly important in these times of stringent economy and scurrilous and unwarranted attacks on the Bureau that Special Agents in Charge and all field personnel thoroughly understand and measure up to their responsibilities. Every opportunity to develop and demonstrate administrative talent at every level must be stressed and results obtained which will give clear-cut indications of capability for additional responsibility.

Effective 30 days after receipt of this letter, all investigative reports are to be submitted to Bureau only by office of origin unless investigation falls within one of the following limited situations:

1. Where Bureau is office of origin;
2. Where specific deadline of 30 days or less is imposed by Bureau for completion of investigation;
3. Where some special interest or extraordinary circumstance exists, and Bureau specifically waives rule.

Under no circumstances is any field division relieved of its existing responsibility to promptly advise of any information encountered which should be brought to the Bureau's attention by such expeditious means as may be necessary under circumstances. In this regard, your attention is directed to existing instructions in Part II, Section 1, Page 11, Manual of Rules and Regulations.

66-2435 2301

ENCLOSURE

As extension of present report writing procedures, investigation conducted by auxiliary offices must be submitted to field offices of origin in form suitable for insertion in reports by origin. Such inserts must conform to present use of insert or Form SF-64 or Form FD-302, whichever is applicable. Any time auxiliary office has occasion to report information by more expeditious means than normal reporting procedures, auxiliary office will have responsibility of following up such communication with appropriate inserts except where auxiliary office is able to assure office of origin in first communication that information is self-sufficient to permit office of origin to prepare its report. In such instances, office of origin will be responsible for requiring auxiliary office to submit any necessary supplemental data to insure adequacy of reporting. In no instance, should auxiliary office be permitted to transmit information by this means to avoid preparation of inserts and any such indication must be immediately challenged by office of origin.

Inserts are to be transmitted to office of origin by cover letter identifying each insert and referencing communication(s) upon which investigation conducted. Auxiliary offices may set out leads for origin or other divisions by teletype, airtel, separate letter or by cover letter transmitting inserts to origin. When information received by auxiliary office should be disseminated to U. S. Attorney or other outside agency by field offices of origin, this should be pointed out in transmittal communication.

Field offices of origin must correlate results of investigation, organize report and administrative pages prior to submission to Bureau. Synopsis and details must reflect field office to be credited with any statistical accomplishments contained in report.

Primary responsibility for direction, development, scope and supervision of investigations is squarely on office of origin. Of course, Seat of Government will appropriately spot check manner by which office of origin discharges this responsibility. Field inspections will make certain checks of all offices to insure proper compliance whether origin or auxiliary office. It is absolutely imperative that established deadlines for covering leads and reporting results are adhered to. Special Agents in Charge and their supervisory and investigative staffs must fully realize the serious responsibilities placed on them and cases aggressively followed. Office of origin is responsible to advise Bureau in any case where prompt compliance cannot be obtained from auxiliary office.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm *aty*

DATE: 3/13/59

FROM : H. B. Fletcher *HB*SUBJECT: REPORT WRITING ~~X~~ELIMINATION
OF AUXILIARY OFFICE REPORTS

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

By letter 1/29/59 in accordance with a decision of the Executives Conference, a draft of proposed report writing instructions was submitted to 12 SACs for their comments. Copies of the cover letter to the SACs and the proposed instructions are attached. The proposed instructions arose during the inspection of the Investigative Division.

Briefly, the proposed instructions provide that all investigative reports are to be submitted to the Bureau only by the office of origin unless the investigation falls within one of the following limited situations:

1. Where Bureau is office of origin
2. Where specific deadline of 30 days or less is imposed by Bureau for completion of investigation
3. Where some special interest or extraordinary circumstance exists and Bureau specifically waives rule

Forms
Under the proposed instructions in lieu of a report, the auxiliary office would transmit inserts such as FD-302s or SE-64s by cover letter to the office of origin identifying each insert and referencing the communication upon which investigation was conducted. Auxiliary offices could set out leads for origin or other divisions by teletype, airtel, separate letter or by cover letter transmitting the inserts. When information received by the auxiliary office should be disseminated to the U. S. Attorney or other outside agency by field offices of origin, this should be pointed out by the auxiliary office in its transmittal communication. *an*

The above proposed regulations are very similar to Suggestion 754-54 of SAC, Houston dated 8/17/54 which suggested that coverage of leads by auxiliary offices be reported by teletype, airtel, or letter and that the office of origin prepare a comprehensive report reflecting results of all investigations.

Enclosures

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Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports

The proposed regulations are also similar to Suggestion 98-59 of Supervisor L. A. Francisco of the Training and Inspection Division who suggested in part that in most cases the field offices submit no report to the Bureau until the case is concluded or until 90 days have passed. Auxiliary offices, under Mr. Francisco's suggestion, were to submit reports to the office of origin and not to the Bureau. When the case is concluded or after 90 days have expired, the office of origin would submit to the Bureau copies of each report submitted by auxiliary offices and copies of its own report in one package. Under Mr. Francisco's suggestion, the field would forward the Bureau a typed complaint form when a case is opened in order that the Bureau would have a record of the case for control purposes. Action on Mr. Francisco's suggestion has been deferred until April, 1959, inasmuch as the recently revised report writing rules will all be reconsidered at that time. By memorandum from Mr. Fletcher to Mr. Tamm dated 9/2/58 Mr. Francisco's suggestion was commented on and one of the proposals to implement Mr. Francisco's suggestion was: "Auxiliary offices will submit results of investigation to the office of origin utilizing inserts (typed pages which can be inserted as pages in a report without retyping). This procedure applicable in all cases except those in which Bureau is office of origin and those in which there is a deadline to conclude investigation."

CURRENT REGULATIONS

Generally speaking, the results of investigation in the field are reported through investigative reports. There are several exceptions to this rule, however, one of the most recent being set forth in Part II, Section 4 B.1 f of the Manual of Rules and Regulations which provides that in cases other than those in which Bureau is office of origin, results of investigation by auxiliary office of no immediate benefit in solution of case or location of subject in all classifications may be reported by preparing an insert for forwarding same to the office of origin. This rule provides that where the number of copies made is not known, a minimum of 10 copies should be prepared and that if only a few sentences are involved, an insert should not be prepared.

Replies concerning the proposed regulations have been received from the 12 SACs whose comments were requested, and the views of these SACs will be briefly summarized in this memorandum.

Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports

OFFICES GENERALLY IN FAVOR OF PROPOSED REGULATIONS

The Baltimore, Jacksonville, Los Angeles, Memphis, San Antonio, and Washington Field Offices were generally in favor of the proposed regulations, although several of these offices suggested exceptions to the proposed regulations.

OFFICES GENERALLY OPPOSED TO THE PROPOSED REGULATIONS

The Chicago, Minneapolis, New York, Oklahoma City, San Francisco, and Seattle Offices were generally opposed to the proposed regulations.

FORM OF TRANSMITTAL LETTER TO OFFICE OF ORIGIN

The Baltimore Office suggested that the transmittal letter be in a form similar to the form FD-263. The Memphis Office suggested that the transmittal letter incorporate many of the features now found in our present forms FD-263 and FD-204.

The Jacksonville, Memphis, San Antonio, and Washington Field Offices all suggested that the letter of transmittal include a synopsis of the information contained in the inserts.

The Memphis Office suggested that auxiliary offices also prepare "administrative" inserts for inclusion in the office of origin cover pages.

The San Antonio Office suggested that the document setting out leads (transmittal letter) should be self-explanatory to obviate the necessity of sending copies of inserts to the agents who should cover the leads. San Antonio also suggested that auxiliary offices should clearly differentiate between regular enclosures and reporting enclosures in the letter of transmittal to the office of origin.

EFFECT ON STENOGRAPHIC WORK IN THE FIELD

Baltimore observed the proposed regulations would greatly increase situations where the correct number of copies is not known. Baltimore pointed out there would be a sizable waste of paper if 10 copies were always transmitted. Baltimore suggested that the office of origin should let the auxiliary offices know the number of copies wherever possible. The Baltimore office also raised the question as to whether all inserts for the office of origin should be typed on stencils to avoid duplication of typing.

**Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports**

The Chicago Office conducted surveys on 3 days to determine the percentages of reports and pages prepared on multilith equipment rather than on regular tissue paper. Based on this survey, the Chicago Office made an estimate that there would be roughly a 50% increase in stenographic time under the proposed regulations. This rough estimate is based on the fact that in many instances the 10 copies from the auxiliary office would not be sufficient and the office of origin would have to retype all of the inserts on stencils. Chicago stated that if all inserts were prepared on multilith or stencils, the above situation would be alleviated but would create the problem where the auxiliary office would have no original for the reporting agent to approve. Chicago also pointed out it would be necessary for all offices to have the same type of duplicating equipment which is not the present situation.

The Los Angeles Office felt, however, that there would be retyping on only a small percentage of cases.

The Memphis Office felt the proposed regulations will likely increase stenographic burdens in the office of origin and to a lesser extent in the auxiliary offices. In the office of origin because of retyping when insufficient copies are received and in the auxiliary offices where a letter would have to be sent to the U. S. Attorney in lieu of an immediate report. Memphis felt the proposed regulations would increase the stenographic burden in the field and may result in an increase in typing delinquencies.

The New York Office pointed out that auxiliary offices would not know the correct number of copies of inserts.

The Oklahoma City Office suggested that the office of origin should instruct the auxiliary offices as to the number of copies necessary. Oklahoma City pointed out the proposed system could increase stenographic work since in fast-moving violations when several field offices consider themselves origin, they will not know the true number of copies necessary for the ultimate office of origin.

Minneapolis, San Francisco, and Seattle all pointed out that it would be necessary for the office of origin to retype pages when insufficient copies were received.

Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports

Jacksonville suggested that the office of origin advise auxiliary offices by routing slip of the number of copies desired. San Antonio Office proposed that the Bureau consider providing each office with the multilith machine so auxiliary offices could send original stencils to the office of origin in order that the required number of copies could be run off.

DISCRETIONARY USE OF REPORTS

Baltimore suggested that the office of origin advise the Bureau and instruct auxiliary offices to submit reports where logical, UACB. Baltimore pointed out the desirability of submitting reports where prosecution is imminent and prompt dissemination required. Baltimore said the proposed instructions were not flexible enough to permit the auxiliary offices discretion when good judgment and common sense indicated a report should be submitted.

The New York Office proposed an alternative suggestion that the office of origin be given discretionary authority to request auxiliary offices to report investigation in the form suggested by the office of origin. New York feels this would cut down considerably on the number of reports submitted and take care of many of the objections to the proposed regulations.

San Antonio pointed out that in fast-breaking cases when two or more U. S. Attorneys are involved such as when multiple arrests occur in different areas, it would be simpler for auxiliary offices to submit reports. San Antonio recommended that the office of origin be authorized to request reports from auxiliary offices in special cases.

SECURITY REPORTS ON ORGANIZATIONS

Baltimore suggested that auxiliary offices continue to submit reports in investigations involving organizations. This would avoid disseminating lengthy reports to local OSI, ONI, G-2, etc. when they are interested only in local information.

Chicago Office thinks that in security cases the proposed regulations would result in sloppy-looking reports. Chicago also cited the disadvantages of having the office of origin prepare a report which would be disseminated to local intelligence agencies across the United States.

Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports.

Both the Los Angeles and Memphis Offices recommended that auxiliary offices be permitted to write reports in investigations of organizations. The New York Office also commented that local agencies are usually interested only in local information.

DISSEMINATION TO U. S. ATTORNEYS

The Manual of Rules and Regulations, Part II, Section 6, page 6 contains the following with respect to relations with U. S. Attorneys: "When the USA is advised orally of the existence of an identification record on a subject or a witness, or of any other information pertinent to prosecution and not previously reported to him in writing, a written confirmation of the information furnished orally must be sent to him immediately."

In this respect Chicago was pointed out that if the office of origin ultimately prepares the report with copies for the USAs contacted by auxiliary offices, this would be inconsistent with our present policy of submitting reports to the USA as promptly as possible.

Los Angeles said the proposed system will produce an added burden on stenographic and typing pools since in some cases the auxiliary office will have to furnish written information to the USA before a report is submitted by the office of origin. Consequently, a letter will have to be prepared to the USA as well as typing of inserts for the office of origin.

Memphis suggested that the Bureau permit auxiliary offices where prosecution has been authorized to submit reports to eliminate the problem of keeping the USA advised. Memphis also raised the question of handling where the auxiliary office was office of prosecution or would submit parole reports, disposition sheets, etc.

Seattle felt the proposed regulations would result in delays in making information available to USAs.

DEADLINE SITUATIONS

Chicago Office pointed out that the office of origin would not know whether the 15-or 30-day deadline in fugitive matters would apply or had been met

Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports

In many instances unless they knew the locations of all resident agencies in every office. Chicago also feels that one SAC should not be initiating what may be a disciplinary matter in the office of another SAC without Bureau control.

DELINQUENCY

Jacksonville suggested that the 45-day delinquency rule be extended for the office of origin.

New York said the proposed regulations would increase delinquencies in the office of origin.

San Francisco felt the proposed regulations would cause delays in reporting. San Francisco also pointed out it would be more difficult for the office of origin to meet reporting deadlines in fugitive cases.

EFFECT ON CHIEF CLERK'S OFFICE

Chicago felt the proposed system would result in many future file review and indexing problems. (Under our present rules, the original of FD-302s or SF-64s are not to be marked for indexing and indexing is to be to the report or to the communication in which the inserts are to be used.) Chicago feels the system will lead to increased problems of the Chief Clerk's Office (presumably in the office of origin) since it would be necessary to charge out material by description rather than serial number. Chicago pointed out there would be many situations where extra copies of inserts would have to be destroyed and if we get in the habit of destroying material, it would increase the danger of losing serials.

Memphis felt the proposed system would result in increased clerical time in the office of origin handling inserts from auxiliary offices. Memphis also raised the question as to whether the office of origin would serialize and file the inserts received with the coverletter or just the cover letter.

New York pointed out the work of the Chief Clerk's Office would increase in handling inserts, and the use of descriptive charge outs would require more clerical time. New York said there would be inadequate control for return of the inserts since they would not be serialized and it would be difficult to fix responsibility for missing inserts.

Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports

San Antonio said the proposal would create problems of controlling documents. San Antonio recommended placing the inserts in envelopes in the file jacket, numbering them chronologically for control purposes, and when they are included in the next report, stripping the file and destroying the envelopes.

EFFECTS ON SUPERVISION IN THE OFFICE OF ORIGIN

Chicago pointed out that in fast-moving cases supervisors could not obtain an intelligent over-all view of the case until a report was submitted.

Memphis felt the proposed regulations will mean more time required for supervision in the field. Memphis also pointed out that resident agents will have a problem dealing with inserts mailed to them from the headquarters city after receipt from auxiliary offices.

The New York Office said more agent time will be spent on correlating inserts resulting in less time spent in constructive thinking.

The Oklahoma City Office said that in some of our offices there would be a material increase in the work load of supervisory desks in coordinating the space of reports. Oklahoma City said the influx of inserts would also increase the clerical work.

REPORTING OF STATISTICAL INFORMATION

Los Angeles points out there would be a delay in crediting statistical accomplishments. Los Angeles said that putting information in the synopsis and details concerning the office to be credited with statistics will mean dissemination of some of our administrative procedures to U.S. Attorneys and other Government agencies. Los Angeles suggested we put this information in the cover pages.

Memphis felt the proposed system could cause a delay in crediting statistics.

MISCELLANEOUS COMMENTS OF SACs

Los Angeles suggested the Bureau make it clear that auxiliary offices can still summarize negative information to the office of origin. Los Angeles also suggested an exception to the proposed regulations in certain accounting cases where the auxiliary office conducts a lot of accounting investigations.

Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports

Memphis suggested that if the proposed system were adopted, the office of origin report Laboratory examination and identification records.

Minneapolis suggested that consideration be given to allowing the office of origin to submit summary-type reports.

The New York Office said that when the majority of investigation was conducted in an auxiliary office, it would be more practical for the auxiliary office to submit a report.

The Chicago Office pointed out that where antitrust cases are coordinated and prosecuted by a regional antitrust office rather than the Department, auxiliary offices may actually conduct most of the investigation and assemble bulky exhibits for transmittal to the regional antitrust office. In some of these situations, the office of origin may have little or no investigation to conduct, but under the proposed regulations they would have the problem of preparing the reports in these cases.

The Baltimore and San Antonio Offices suggested that the investigative period show the dates investigation conducted by both office of origin and auxiliary offices.

Memphis said the proposed system may increase instances where there was a 30-day lapse from the date of the report and last period of investigation and pointed out that the fixing of responsibility in some instances would often involve two or more offices under the proposed regulations.

ALTERNATIVE PROPOSAL OF SEATTLE OFFICE

Seattle Office recommended that auxiliary offices be required to submit reports but without copies being designated for the Bureau except in those limited situations described in the proposed regulations. Seattle said the office of origin would then be charged with responsibility of submitting reports to the Bureau which would incorporate the pertinent information from auxiliary offices. Seattle pointed out in some instances it might be desirable for the office of origin to forward the Bureau a copy of an auxiliary office report as an enclosure and in other instances the office of origin might be able to summarize in one paragraph a lengthy report received from an auxiliary office.

SAC, Seattle felt that his suggested alternative proposal would be simple to place in operation and at the same time would accomplish the objectives contemplated by the proposed regulations.

Memorandum to Mr. Tamm
Re: Report Writing - Elimination
of Auxiliary Office Reports

ALTERNATIVE RECOMMENDATION OF SAN FRANCISCO OFFICE

San Francisco recommended that inserts be utilized by auxiliary offices in reporting results of their investigations only when the results of investigation are of no immediate benefit in the solution of the case or the location of the subject as already provided for in the rule set forth previously in this memorandum. San Francisco recommended that reports be prepared by auxiliary offices in all other instances with local dissemination to USAs and indicated outside agencies. Copies of these reports to be designated for the Bureau only if one of following conditions exists: (a) Where Bureau is office of origin; (b) where specific deadline of 30 days or less is imposed by Bureau for completion of investigation; (c) where some special interest or extraordinary circumstances exists, or Bureau has specifically approved designation of copies of report for it by auxiliary office; (d) if report by auxiliary office contains statistical data.

Under the San Francisco alternative proposal, the auxiliary offices would send to the office of origin additional copies of their reports in equal number to those which would have been designated for Bureau. When office of origin submits its report, it would include as enclosures the additional copies of reports received from the auxiliary offices. San Francisco pointed out that although the reports would be sent to the Bureau, they could be handled as one communication at the Seat of Government.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 Attn. Training & Inspection Division

DATE: 3/26/59

FROM : SAC, Baltimore

SUBJECT: REPORT WRITING

ReBUlet March 23, 1959.

It is believed that the proposed changes with respect to report writing will be of benefit not only to SOG but also to field offices. The only foreseeable problem with regard to the proposed changes is with respect to investigations that are confined entirely to the area covered by one field division where it is not necessary to set forth leads to other offices, in that under present regulations in such instances there would be no method to remove the case from administrative delinquency at the end of a 45-day period unless a report was written. It is believed that if some provision is made to permit the field in such instances to post the status of the investigation on memoranda for the file or letter to the U. S. Attorney, in lieu of an outgoing report or other communication, it will eliminate the problem of removing such cases from a delinquent status.

It is also noted that if the proposed changes are put into effect, the matter of crediting field offices with appropriate statistical accomplishments will be affected, in that field offices will not be given credit for the particular statistic until the report is actually received by the Bureau. Since this report might extend for a period of 90 days, it will necessarily mean that in some instances there will be up to a 90-day lag in the recording of the statistic by the Bureau. Perhaps the Bureau would want to consider this problem and devise a form which could be submitted by the field prior to the submission of a report and at the time that the particular statistic is achieved, so that the field statistics could still be continued on a current monthly basis.

② - Bureau
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 3/31/59

FROM : SAC, Los Angeles (66-41)

SUBJECT: REPORT WRITING

Attention: Training and Inspection Division

ReBulet 3/23/59.

REPORTS

The proposed additions for the FBI Handbook and the Manual of Rules and Regulations set out in relet have been carefully considered and have been discussed with the supervisory personnel of the Los Angeles Division. The following comments and observations concerning the proposed changes are submitted in accordance with Bureau instructions.

It is the consensus of the supervisory personnel of this office that the changes in reporting procedures can be easily made in the field and will materially benefit supervisors at the Seat of Government. It is recommended that the proposed changes be adopted; however, it is our feeling that a slight clarification is in order. Initial reading of the instruction leads to a considerable difference of opinion as to when the office of origin will submit a report. Supervisory officials are almost uniformly divided between the interpretations that:

- (1) Reports will be submitted in the future as in the past, with the exception that the Bureau will not receive copies of reports until (a) ninety days have passed or (b) some special reason exists; and
- (2) The office of origin will never submit a report until either (a) or (b) supra, occur.

It is, therefore, suggested that the new instructions be changed to emphasize that the office of origin will continue to submit reports in the future as in the past, but that no copies of reports will be submitted to the Bureau until ninety days have passed or until some special reason exists. This type of clear instruction will avoid controversy concerning the Bureau's desire.

It is further suggested that the Bureau define more specifically the circumstances under which "special reason exists". It should be recognized that not all Agents are thoroughly cognizant of the problems at the Seat of Government and that a definition of this phrase is in order.

2 - Bureau (Air Mail)
1 - Los Angeles (66-41)

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Proctor
END

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 3-31-59

FROM : SAC, SEATTLE (66-1284) ATTENTION: TRAINING & INSPECTION DIVISION

SUBJECT: REPORT WRITING

ReBulet 3/23/59.

REPORTS

It should be noted that SElet dated 2/11/59 proposed a procedure somewhat similar, and supervisory employees have no additional views relative to this phase of the operations.

2 - Bureau (AM)
1 - Seattle

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 4/1/59

FROM : SAC, Memphis (66-792)

SUBJECT: REPORT WRITING

ATTN: TRAINING & INSPECTION DIVISION

ReBulet to Baltimore dated 3/23/59.

Proposed changes captioned matter tend to eliminate number of field problems raised originally in connection with previous proposal dealing with elimination of auxiliary office reports. Present proposal appears basically sound and practical and should achieve the objectives outlined in Bulet.

The proposed changes as written do raise several questions of interpretation in their application. With 53 field offices being involved, such interpretations will vary greatly. Therefore, it is suggested that the Bureau may wish to clarify the following questions which come to mind.

OFFICE OF ORIGINReports - Pending Within 90 days

Can office of origin submit pending report before 90 days, designating copies for auxiliary offices but submitting no copies to Bureau, and retaining sufficient copies for later possible dissemination to Bureau? Proposals as written state "Origin shall submit no reports to Bureau until case ..." It is strongly recommended that origin be permitted to submit such pending reports within 90 days without dissemination to Bureau. This will alleviate many practical and administrative problems which would otherwise arise.

Examples: Extensive investigation conducted, authorized process filed, subject in custody, and appreciable investigation necessary in auxiliary office. Such pending report by origin would set forth necessary leads and with copy to U. S. Attorney keep him currently advised of case developments. In similar type cases, except no leads for auxiliary office, origin should

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EXP. PROC.

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be permitted to report extensive investigation conducted and set out leads for remaining investigation within own division, headquarters city or Resident Agencies, and likewise keep U. S. Attorney fully apprised of case progress. Such pending reports being postable would prevent case being delinquent on Administrative Reports.

Since auxiliary offices can submit reports without copies to Bureau, it would appear consistent that origin may likewise do so. Such pending reports within 90 days could later be designated, if necessary, to Bureau as enclosures with subsequent report or summarized in subsequent report.

If not permitted, there will be increased case delinquency on Administrative Report by office of origin. In many instances, although substantial investigation conducted between 45-90 day period and recorded in insert form, case would inaccurately appear delinquent on second month Administrative Report by office of origin, since no pending report or other type communication available for posting. Only alternative to prevent such delinquency would be completely new rule of permitting posting of inserts reflecting substantial investigation, and this does not appear desirable at this time.

Reports - Case "Waiting For Trial"

Suggest further clarification this phrase, together with phrase, "unless special reason exists."

Suggest clarifying yardstick re when origin can submit pending report to Bureau when case completed - awaiting trial. Does investigation have to be fully completed, including minor leads in auxiliary offices, before considered "awaiting trial." Many cases have bulk of all prosecutive investigation completed, process filed, subject in custody, with only few minor leads in auxiliary offices. Auxiliary office may take 30 to 60 days to complete and advise origin. Meanwhile, the extensive investigation conducted, prosecutive steps taken, etc., should be recorded in report form with copy furnished U. S. Attorney. It would seem in such cases investigation substantially complete and awaiting trial, and that copy this pending report should be designated for Bureau.

ME #66-792

Comparable situation involves all investigation completed by origin, no auxiliary leads, case only two weeks old, process filed, subject in custody, and trial set three weeks later. The extensive investigation and prosecutive steps should be reported by origin and furnished U. S. Attorney before trial. However, case will be completed by trial when five weeks old. Should office submit pending report to U. S. Attorney, no copies to Bureau, before trial and few weeks later after trial submit closing report to Bureau enclosing previous pending report as enclosure.

In similar fashion, Bureau may wish to clarify origin furnishing reports to Bureau when "some special reason exists." "Special reasons" might be interpreted to include all instances where process filed and subject either in custody or in fugitive status. If subject in custody and case not completed for 90 days, Bureau would have no data concerning case. If subject in fugitive status and no report submitted for 90 days, Bureau would only have fugitive form letter in file. Many field offices may interpret as "special reason" all such instances involving the above and uniformly submit pending reports to Bureau within the 90 day period.

Reports - Subsequent Pending Reports
After Initial 90-day Report

After origin properly submits pending report to Bureau after case 90 days old, are there any further limitations upon submission of subsequent pending reports by origin with copies designated for Bureau? I interpret proposed changes to mean that after initial 90 day pending report is submitted, case is deemed to require close supervision at SOG, and thereafter whenever appropriate, pending reports may be submitted and in all such instances copies should be immediately designated for the Bureau. This, I believe, should be clarified further.

Investigative Period in Reports

Probably will be increase of instances of apparent 30-day lapse between last investigative period and date of report (See my letter to Bureau dated 2/12/59, Item 11, Page 6). Origin's first pending report to Bureau may frequently reflect lapse of more than 30 days from last investigative period. Under present procedure, origin does not include in its report period the periods of investigation for auxiliary offices. Suggest such

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periods be included by origin. Even if permitted, there will undoubtedly be many instances wherein auxiliary offices submit inserts, etc., three to four weeks after periods of investigation, and upon receipt of such inserts by origin, the 30-day period may have actually elapsed. It may be simpler under the proposed changes to completely eliminate requirement for administrative explanation re such 30-day lapses, and I recommend that this be done.

AUXILIARY OFFICES

Reports - Subsequent Pending Reports After Initial 90-day Report by Origin

See this topic set forth in detail under heading "Office of Origin." Assume that after origin properly submits 90-day pending report, auxiliary offices thereafter in submitting pending reports designate copies for Bureau. This should be clarified.

Parole Reports, Disposition Sheets

Where auxiliary office is office of prosecution and conviction obtained, should auxiliary office submit parole report with copies to Bureau and origin immediately after conviction? In such event, should auxiliary office likewise submit investigative report reflecting results of prosecution? Alternative would be for auxiliary office to submit this data to origin, who would thereafter relay to Bureau at proper time. (See my letter to Bureau dated 2/12/59, Item 6, Page 5.)

Reporting Statistics

Shall convictions, fugitive apprehensions, car recoveries, etc., be considered "special reasons" wherein auxiliary office, upon obtaining same and submitting report, designates copies for Bureau? (See my letter dated 2/12/59, Item 7, Page 5.) Previous proposals indicated that auxiliary office would advise origin, which would in turn report statistics in details and synopsis of report clearly showing office to receive credit. This will of course result in appreciable lag in the crediting of statistics to individual offices.

ME #66-792

I believe that if the above questions are generally clarified, the field will be in better position to carry out quickly and efficiently the objectives desired by the proposed changes with maximum uniformity.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 4/2/59

FROM : SAC, WFO

ATTENTION:
Training & Inspection DivisionSUBJECT: REPORT WRITING

Rebulet 3/23/59. Under the Bureau proposed changes in the Manual of Rules and Regulations, "11. Supervision of cases", Section b. reads in part as follows:

"In cases of classification 15, 25 (Selective Service Act, 1940 and Selective Service Act, 1948 only), 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88, 93, extra supervisory responsibility falls upon the field. In these cases, auxiliary offices will submit no reports to the Bureau unless specifically directed to do so, and will submit to the office of origin the results of their investigations in reports, inserts, airtels, teletypes, etc., according to the circumstances."

It is suggested an additional sentence be inserted in this proposed Manual change following the above sentence:

"Auxiliary offices should submit reports to the office of origin in instances where there are numerous 302s and 64s since transmittal memoranda for these forms do not contain a synopsis and such submissions are inadequate for ready references and file reviews."

It is also suggested that this same sentence be added to the proposed changes in the FBI Handbook, identified in Bulet as Part I, Page 32 b 9.

Supervisors and Agents, other than the case Agent, in offices receiving such submissions, are unable to make speedy and efficient file reviews without actually reading the individual 302s and 64s. For many years, the Bureau's report writing system has required a synopsis for reports. A synopsis assists in evaluating information and locating, for example, a particular report in which desired information is contained. It is felt a synopsis is necessary in all instances where voluminous material is submitted, and therefore a report should be required when large numbers of 302s and 64s are involved.

2 Bureau
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Attention is invited to an additional problem which will be created if auxiliary offices are not required to submit such reports. The case Agent and Supervisor of the auxiliary office must read the transmittal memorandum and attachments of 64s and 302s before submission and then again in active cases when the office of origin returns them in the form of a report with leads. In the office of origin, the case Agent and Supervisor must likewise read the incoming submission and the outgoing report. The time of the two Supervisors and two case Agents will be cut in half if a report is submitted in the first instance. Further, the material to be filed will be reduced substantially if a report is submitted at the outset rather than having a transmittal memorandum with its 64s and 302s in the files of both auxiliary and office of origin, plus a subsequent report containing the same information.

It should be recognized that the case Agent is frequently legitimately unavailable for temporary periods of time in all offices because of subpoenas, In-Service, annual or sick leave, police schools, special Bureau assignments, etc. In his absence, the Supervisor and/or substitute Agent is placed in the position of having to read and re-read the individual 64s and 302s. A properly prepared report with a synopsis and leads is of paramount importance in these instances.

One other observation is that the importance of having the case Agent in the auxiliary office prepare the leads should not be overlooked. This, he must do if auxiliary offices are required to submit reports in accord with the suggestion made in this letter. The requirement to set out leads in the report should reduce, in many instances, the leads now set out by separate letters and airtels. It is felt that such restrictive measures as are possible, which may reduce the number of individual communications, such as letters and airtels, are highly desirable.

This office is otherwise in agreement with the proposed changes.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
 Attention: Training and Inspection Division

DATE: 4-2-59

FROM : SAC, OKLA. CITY (66-1285)

SUBJECT: REPORT WRITING

REPORTS

ReBulet 3-23-59 to certain offices captioned as above, with enclosures.

The contents of the letter and the attachment have been brought to the attention of the investigative personnel in this office, with the following observations and comments resulting.

There are certain obvious benefits that would be obtained from adopting the proposed changes. It would provide for less paper work to be handled at the Bureau. This should increase the amount of attention that can be applied to important matters at the Seat of Government and permit concentration on planning, policy making and the over-all handling of the more important cases. In the field it should cut down the amount of reports for auxiliary offices.

There are certain possible disadvantages to the proposed new procedures in report writing. They are as follows:

1. If the proposals are adopted, there will be many more cases than is true today where the Bureau will not have a record of individuals upon whom we have conducted investigations. This will further reduce the results and significance of a name check at the Seat of Government requested by either another field division or another Federal agency.
2. It would result in a shift for the supervision of certain cases from the Bureau supervisor to an Agent in the field. This could result in a lowering of the quality of supervision. Many Agents in the field, because of background and experience, are not trained to provide the same quality of supervision as can be applied by a supervisor who has been chosen for such an assignment because of his well rounded background,

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experience and aptitude in handling paper work. In a large office, where an Agent specializes in handling only one or a few violations, in most cases he is capable of handling the over-all supervision of a case. In the smaller offices, where each Agent must handle all types of cases because there can be no specialization, there is a question as to whether a relatively new Agent, or an Agent with no outstanding aptitude for handling administrative detail, would be capable of fulfilling or discharging the Bureau's obligations in every case assigned to him in the office of origin. By placing the supervision to a greater degree on the Agent, it will also increase the errors in the files.

- Why?*
3. By eliminating the supervision at the Seat of Government in the indicated categories, it will in the office of origin also increase the amount of work for each Agent. By increasing the Agent's supervisory responsibilities, it will tend to decrease his over-all work production and will probably increase his time in the office. The amount of effort saved by eliminating reports for auxiliary offices will be more than offset by the added work and responsibilities in those cases assigned to him in which his office is the office of origin.

- Wrong*
4. The Bureau for years has been regarded by other law enforcement and intelligence agencies as having had outstanding success in the preparation of its reports. The theory has been advanced that this outstanding success was due to a large part to the uniformity in which our reports were prepared over the years, and also a broad policy in report writing that fit all categories of reports, each Agent knowing specifically what the policy was and preparing his reports accordingly. In recent years, undoubtedly because of recent court decisions, there has been more and more

rules promulgated covering report writing, with additional exceptions to the general rules issued, and the proposed changes would make still further exceptions, certain special rules applying to certain categories, etc. From a practical standpoint, the preparation in its final form of an excellent report is the combined effort of the Agent, the stenographer and the clerk, and each must know of the Bureau's desires in order to obtain the desired end result. With the addition of each exception, change, etc., it has a tendency to make report writing more difficult and in certain cases confusing to the personnel preparing such. Such problems involve the Agents, stenographers and clerks as the finished report is their joint effort.

5. While it is realized that the over-all desire is to eliminate needless reports and communications, it may in effect not accomplish this on an over-all basis. For example, an auxiliary office, in order to set out leads, would need in some cases to prepare a separate communication for such purpose, whereas at the present time it is handled in connection with the preparation of an RUC report, and there is no duplication. The proposals in report writing procedure could result in more retypes being necessary in the office of origin because the paper work received from auxiliary offices can not always be "dovetailed" into the finished closing report without various changes. At the present time such is not necessary as the report from the auxiliary office stands alone. In addition, it appears that the volume of incoming communications, such as inserts, will increase the work in the Chief Clerk's Office.

*Did not
read it
correctly*

Previously one copy of a report from an auxiliary office could be routed to the Agent to whom the case is assigned and the other copy would go into the file. Under the new procedure it would appear that in nearly every instance one copy of each of the incoming inserts, etc., would need to be routed to that Agent. Instead of the one document, which is the RUC report, from an auxiliary office being received and handled in its entirety, it could under the proposed rules be handled as a number of small items, thus increasing the time and effort necessary to serialize, route, charge out, etc., to the appropriate Agent.

6. There are certain disadvantages to the proposal which are more pronounced in some small offices, where the majority of the cases and Agents are assigned outside the headquarters city, and in some instances a considerable distance away. The problem arises in a "fast moving" case, when the Agent to whom the case is assigned, for example, a distant Resident Agent, does not have rapid access to the pertinent files, inserts, etc. In a "fast moving" case, with numerous offices involved, it would appear that in some instances the Resident Agent could not handle the paper work involved because of the volume, the time element involved in sending it to and from the Resident Agency and the time element involved in handling it in the Chief Clerk's Office, if it consisted of various inserts, etc., instead of an RUC report. This would result in a very material increase in the work load of the supervisory desks in properly co-ordinating the preparation of the report and reviewing the proposed outgoing communications, etc. In addition, it appears that the volume of incoming communications, such as inserts, will have to be routed over the supervisory desks with greater frequency than was true before when a single report came across the desk. This will increase the work load on the supervisory desk.

- How different from now?*
7. In a "fast moving" case in which there are numerous violations, such as in the various ITSP cases, in which the subject is moving rapidly from one division to another, various offices may consider themselves the office of origin, and the matter is not resolved for some time as to who actually is the office of origin. Consequently, the auxiliary offices will not necessarily know the true number of copies of their inserts to submit to another office, which will result in additional copies having to be made by the receiving office. This will increase the stenographic work, and in the end, instead of resulting in less work, it may increase such.

It is recommended that the proposed report writing procedures as set out in reBulet not be adopted.

In the event the proposed changes are adopted, it is suggested that consideration be given to providing appropriate instructions to the field on the following points.

1. New regulations will need to be promulgated as to how a field office would avoid showing a delinquency on the monthly administrative report in cases in which it was the office of origin and there had not been an outgoing report or communication submitted for over 45 days. In this regard, it is noted that in certain categories, such as 76, 88 cases, etc., there will be no SF 64 or FD 302 that could be posted by an auxiliary office or office of origin, and the report would not be needed in some cases until the expiration of 90 days. Our regulations pertaining to administrative delinquencies would need changing for them to properly reflect the condition of the work in an office.
2. There should be instructions for the purging of files in the office of origin of extra copies of inserts, reports and other communications.

OC 66-1285

3. The auxiliary office in submitting various inserts for a report should attach one copy to the incoming cover memorandum, so that it can be routed intact by the Chief Clerk's Office to the supervisory desk and consequently and ultimately to the Agent to whom the case is assigned, without involving a substantial amount of time in assembling by the receiving office.

It is recommended that the present report writing system be continued in effect.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 4/2/59

FROM : SAC, Minneapolis

ATTN: TRAINING & INSPECTION DIVISION

SUBJECT: REPORT WRITING

REPORTS

ReBulet 3/23/59.

I feel that the Bureau's suggestions concerning report writing should be adopted. In cases where there is no prosecution, the Bureau may wish to adopt a form setting forth the summary of investigation or the fact that investigation was conducted in light of a report.

It is believed that the initial period before advising the Bureau of the investigation could be extended by 120 days instead of 90. In some instances, it would be possible not to submit the initial report in a 100 classification for a period of 90 days.

The burden of supervision should rest with the Field, and whether adequate supervision is being afforded can well be checked during an inspection.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 Attn: Training and Inspection Division

DATE: 4/2/59

FROM : SAC, Jacksonville (66-65)

SUBJECT: REPORT WRITING

REPORTS

ReBulet 3/23/59.

I have carefully analyzed and discussed with all supervisory and certain other key personnel in the Jacksonville Office the proposed additions for the FBI Handbook and the Manual of Rules and Regulations enclosed with relet. Without exception we find these proposed additions to be very desirable and believe they will cut down tremendously on the large volume of reports which now go to the Bureau. These useless reports undoubtedly demand the time of Bureau supervisors which might much better be spent in reviewing the older and more complicated cases and giving the field the benefit of additional Bureau direction in those cases.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
Attn: Training and Inspection Division

DATE: 4/2/59

FROM : SAC, San Francisco (66-1886)

SUBJECT: REPORT WRITING

REPORTS

ReBulet to Baltimore 3/23/59, captioned as above.

The proposed new rules in report writing procedures have been carefully considered by the supervisory staff of this office and by me. With several suggested variations which will be set out and explained below, we feel that the proposed changes should be adopted, and that they will accomplish the objectives desired by the Bureau.

It is felt, however, that certain variations should be made on the proposed changes in report writing procedures in order to insure that the objectives of these changes are completely met, that no decrease in the efficiency of the investigations occurs, and to insure that no unnecessary administrative burdens are imposed by the proposed changes. There are set out below the suggestions of this office in this regard, together with observations concerning each:

Suggestion #1

It is noted that the proposed changes contain no provision for the reporting of statistical data to the Bureau by auxiliary offices. It is therefore suggested that the proposed rules be revised to require that the auxiliary offices submit reports directly to the Bureau when reports from those offices contain statistical data.

Observations

It is not believed that this suggestion would increase to a material extent the number of reports being received by the Bureau, since auxiliary offices do not normally gain or report many statistical accomplishments. It will insure that all statistical accomplishments of auxiliary offices will be promptly brought to the Bureau's attention and will eliminate any possibility that statistical accomplishments earned by auxiliary offices will be incorrectly credited to another office or not brought to the Bureau's attention.

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It should be noted that, should auxiliary offices reflect their statistical accomplishments in reports being submitted to the office of origin, such reports might not be sent to the Bureau by the office of origin if the case were closed administratively by the office of origin.

Suggestion #2

It is suggested that in 87 and 26 cases falling within the category of "Master Check Cases" or "Car Ring Cases" auxiliary offices be required to submit their reports directly to the Bureau.

Observations

Because of the major nature of such cases and the wide-spread activities of the subjects of such cases, it is felt that better day-to-day supervision and correlation of such cases on a national scale can be afforded by the Bureau than by the office of origin. It is noted that in such cases it is entirely possible that the office of origin might not be aware that certain other offices are conducting investigation with regard to the subjects of such cases and, conversely, some offices conducting investigation in such cases might not be aware of the identity of the office of origin. Such problems would be eliminated by requiring that reports in such cases must be submitted to the Bureau by all auxiliary offices. In addition, this procedure would eliminate problems which could arise with regard to a number of offices considering themselves office of origin simultaneously, brought about by the widespread activities of the subjects of such cases, and would also eliminate problems which could arise with regard to designation of the office of origin in such cases.

Suggestion #3

In view of the proposed change to the effect that offices of origin would submit nothing to the Bureau until a case is completed or until 90 days had passed without completion, it is suggested that the Bureau's rules regarding investigative delinquency be changed to provide that a case in an office of origin should be considered delinquent only when no report or other communication in lieu thereof has been submitted for a period of 90 days (rather than 45 days); the 45-day delinquency rule should, however, remain unchanged for auxiliary offices.

As an alternate suggestion, the 45-day delinquency period could be retained for both the office of origin and auxiliary offices

SF 66-1886

but offices of origin be given authority to post such intra-office communications as FD-302s, SF-64s and memoranda reflecting the results of investigation conducted by the office of origin.

Observations

Unless the above suggestion were adopted, it is conceivable that an office of origin could be charged with a delinquent case on Monthly Administrative Reports when, in actuality, active investigation on the case was being conducted on a daily basis by the office of origin and the results of such investigation were submitted to the file of the office of origin on a daily basis in the form of FD-302s, SF-64s and memoranda.

Suggestion #4

In view of the proposal that the office of origin should submit reports at 90-day intervals, it is suggested that the presently existing rule regarding recharging of serials every 45 days be eliminated and, in its place, a rule be established requiring that a serial be physically returned to a file at the end of 90 days without requiring a recharge at the end of 45 days.

Observations

This suggestion has already been submitted to the Bureau by the San Francisco Division in SF letter to the Bureau dated 3/17/59, entitled, "Recharging Serials and Files; Streamlining Committee - San Francisco." The pros and cons of that suggestion are set out in this letter, with the recommendation that the suggestion be adopted.

Recommendation

With the incursion of the above suggested variations, it is recommended that the proposed changes in report writing procedures set out in reBulet be adopted.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: April 2, 1959

FROM : SAC, CHICAGO (66-2566)

ATTENTION: TRAINING AND INSPECTION
DIVISION

SUBJECT: REPORT WRITING

Re Bureau letter March 23, 1959.

The proposed changes in the present report writing rules as set out in referenced Bureau letter have been closely examined by the Supervisory Staff of this office. I think the Bureau will agree that when such sweeping changes are being considered and there is such a digression from normal practice that a 100 per cent agreement in these changes is not expected. Although there are some additional changes which we feel must be added (see below) as a result of the proposed changes in referenced letter it is consensus of the opinion of this office that the proposed changes should be instituted at least on a trial basis. As a result of the conference held at this office to discuss these changes the following questions, suggestions or items for clarification are being submitted:

(1) Administrative Delinquencies -

At the present time a case is delinquent when there has been no investigative report or other communication submitted for a period of 45 days (R & R part II, Sec.2, P.23). Should we adopt the 90 day rule as regards the office or origin submitting a report then it is felt that we must alter the present 45 day rule referring to delinquencies. It is quite obvious that in some cases there will be no postable item in the files of the office of origin until a report is written at the end of 90 days. As an alternative we suggest that the Bureau change its rule on postable items to include any memorandum which reveals investigative effort.

(2) Fugitive Deadlines -

If in an office of origin a fugitive lead is covered within the 15 or 30 day period (handbook Part I-p.24) and no report is to be submitted before the expiration of 90 days it is suggested that the two week report rule be eliminated.

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(3) Supervisors Review of Cases on Tickler -

While no concrete proposal is being made at this time in the absence of experience it appears that the review of files in many instances will serve no purpose. We reason thusly because no report will be required in the office of origin until a 90 day period expires. Therefore, the file in many cases will contain no information revealing investigative results by the office of origin. It is suggested that the Bureau alert all offices to this situation so that in the event an office discovers a solution to this problem all other offices would receive the benefit thereof.

(4) Recording Fugitive Statistics -

At the present time fugitive statistics are recorded by the Bureau in some cases from the data contained in an airtel (classification 42) while in other cases (classifications 26,31, etc.) the recording of fugitives apprehended is taken from the data on report. We can foresee instances whereby the only reason for submitting a report therefore, would be to report the apprehension of a fugitive. There might be instances in which there are two or more fugitives in one case, therefore, with a case still pending after the apprehension of one fugitive there might not be any particular reason for the office of origin submitting a report until the end of the 90 day period. It is our suggestion that if the new rules are adopted that fugitive statistics be recorded at the Bureau from the information contained in an airtel or teletype reflecting the apprehension in any category. In addition if such a rule is adopted and if the only purpose in submitting a report would be to record such statistics then it is suggested that in these situations no report be submitted.

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(5) Under the present rule in matters on which there has been no investigative report or other communication in lieu thereof submitted for a period of 45 days is delinquent, in other words this communication must be submitted "within a 45 day period". Under the proposed changes it is set forth that there will be no reports with certain exceptions submitted by the office of origin until 90 days have passed. It is suggested that the Bureau advise the period of grace after the expiration of 90 days for the submission of the report in order that there will be a clear understanding in the field.

(6) The Bureau is requested to advise at what intervals reports are to be submitted if they be necessary following the 90 day report.

(7) Requests For Reports By United States Attorney -
In those instances when the United States Attorney requests a report from the office of origin within the 90 day period for the purpose of considering prosecution or for the purpose of presenting a case to the Grand Jury, the Bureau is requested to advise whether copies of these reports should be furnished to the Bureau.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 4/3/59

FROM : SAC, NEW YORK

SUBJECT: REPORT WRITING

ATT: TRAINING INSPECTION
DIVISION

ReBulet, 3/23/59.

I have carefully reviewed the proposed recommended changes in report writing procedure set out in referenced letter. Each of the supervisors handling classifications effected by the proposed changes have studied these changes in light of the volume of work on their desk.

It is the concensus of opinion of each supervisor that the recommended changes will eliminate the volume of reports submitted to the Bureau, and prepared by the office of origin. No administrative problems in the handling of this proposed phange has been noted.

It is apparent that in the NYO the delinquency in the volume classifications effected by the new report writing procedure will materially increase. This will reflect an inaccurate picture of the status of the investigative work in those classifications. It is assumed that appropriate adjustment in the recording of delinquency in these classifications will be made to correct this situation.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI
ATTN: TRAINING AND INSPECTION DIVISION

DATE: March 31, 1959

FROM : SAC, SAN ANTONIO (62-1641)

SUBJECT: REPORT WRITING

Re Bureau letter 3/23/59 to Baltimore and other offices concerning proposed changes in report writing rules.

San Antonio has discussed these proposed changes with appropriate investigative and supervisory personnel and has the following observations to submit:

1. The proposed changes are favored by our personnel and it is recommended they be adopted.
2. San Antonio has no suggested revisions to the proposed changes as set forth by the Bureau.
3. San Antonio does recommend that additional steps be taken at this time in connection with these changes to decrease the amount of paper work in the field, effect greater economy in our reporting and filing procedures, and further, to simplify report writing as such. These additional changes are as follows:

It is recommended SF 64s and FD 302s be completely abolished in our present reporting system. There is no benefit to them whatsoever as far as the Agent is concerned in submission of the results of his investigation. SF 64s and FD 302s are used for the sole purpose of making them available in court in the event the defense is granted the right to see what information a witness has furnished to the FBI under certain circumstances. Ans

It is noted the defense can only obtain such information after the witness has testified and is then only able to see that information which was related in testimony by the witness.

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It appears the Bureau has taken the position when FD 302s and SF 64s were adopted that the burden of meeting all requirements for the admission of such reports rests

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RECEIVED - LWK

Letter to Bureau
SA 62-1641

with the Bureau and not with the defense. It would appear more logical that the burden of showing admissibility of such statements rests with the defense and not the Government since the defense is the side that desires their admission and not necessarily the Government.

During the period FD 302s and SF 64s have been in use, San Antonio has had several strongly contested criminal trials in Federal Court. There has been no instance wherein the defense had any desire of any type to view an SF 64 or FD 302 after the witness has testified. The defense would have been glad to have seen all FBI statements and reports prior to the witness testifying but not after.

I feel that we have created an unnecessary volume of work for Agents, stenographers and clerks in the processing of FD 302s and SF 64s. It would relieve a heavy burden on the field by abolishing them. It would also appear there would be very few instances where defense attorneys would actually be granted the right to examine statements furnished to the FBI after witnesses have testified. However, in order that such information would be available in court, if the court did grant such right, it could be provided for by the following simple new rule:

"The use of FD 302s and SF 64s in the Bureau reporting system is hereby abolished. In the future when Agents are preparing reports, that information which could be used in court or regarded as evidence should be placed on a separate page in the investigative report."

This would enable the U. S. Attorney to remove such pages from his copy of the report, if so ordered by the Judge, and would have no effect on the Bureau's position with regard to our reporting system.

It would further appear that we should not concern ourselves with whether the report was typed in five days or not. The burden is on the defense and not the Government to show the defense is entitled to the information. If an Agent is questioned by the court about such matters he could merely reply that he received the information on a particular date from the witness as set forth in the report; that he later dictated from his notes in the usual manner and then destroyed his notes after preparing his report, unless there was some need for retaining the notes for his own testimony.

Letter to Bureau
SA 62-1641

I cannot help but feel that our time-consuming system of utilizing FD 302s and SF 64s is wasted effort since the new legislation, because of the JENCKS decision, would appear nothing more than a rule of evidence and actually places no responsibility on the Government to prepare investigative reports used solely for prosecutive purposes to meet all requirements for the defense in showing the court they are admissible.

This simple change as proposed above in abolishing these forms would save the time of Agents, save the time of stenographers and save clerical time in processing and filing these forms.

SAC, San Antonio (62-1641)

4/8/59

REC-69
Director, FBI

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EX-113
REPORT WRITING

Reurlet 3/31/59 recommending that the interview report FD-302 and the memorandum form SF-64 be abolished in our present reporting system. The Bureau's investigative report actually in part contains copies of other reports - the ones (FD-302s and SF-64s) which are produced in compliance with the Jencks Decision. When the interview report form and the memorandum form were adopted for the purpose of recording information which may become testimony, the Bureau was setting up recordings which could be made available in court which would record all of the information made available by witnesses who had testified. Both the Jencks Decision and the Jencks Bill require that the Bureau produce, upon defense counsel request, such a report. It is the experience of the Bureau that when defense attorneys have requested statements or other reports made by the Bureau which relate to witnesses who have testified, they have been made available in court. The Jencks Decision requires the production of a report and pages from a report. The interview report and the memorandum form were adopted as the report of information that might become testimony.

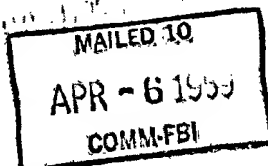
Prior to November, 1958, the Bureau had instructed that interview reports and memorandum form reports be dictated and prepared promptly. They were not being prepared promptly and it was, therefore, necessary to adopt the rule requiring dictation within 5 days which would be followed by transcription within 5 days. This rule was adopted so that Agents would not be questioned as to the accuracy of the reports. If the reports are dictated weeks after an interview has taken place and if they are typed weeks or even months after an interview has been conducted, their accuracy could be questioned not only by defense counsel but by the court. The Jencks Bill states that the reports, to be admissible, must be contemporaneously made. The production of the reports upon the request of the defense counsel or the court is not being resisted by the Department or by any United States Attorney so far as Bureau is aware on the grounds that the reports are not admissible because they are not contemporaneously made. The intent of the law is that the reports are to be produced in court and the Bureau cannot be placed in position of not producing simply by reason of delay in preparing them.

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Frank B. ...

Letter to San Antonio (62-1641)
Re: Report Writing

When the forms FD-302 and SF-64 were adopted for the purposes indicated, it was realized that more clerical time, stenographic time, and more supplies would be required, but it was deemed essential that the Bureau's policies, procedures, and techniques be safeguarded by insuring that the production of the investigative reports would not be required.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 4/15/59

FROM : EXECUTIVES CONFERENCE

SUBJECT: REPORT WRITING

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 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

Investigative Reports

The Executives Conference on 4/15/59, consisting of Mr. Tolson, DeLoach, Holloman, McGuire, Rosen, Belmont, Clayton, Parsons, Bowles, & Tamm, considered a suggestion submitted by the Training & Inspection Division designed to streamline supervisory procedures and eliminate unnecessary reports being received at the Seat of Government. This would also eliminate needless reports being processed at the Seat of Government and would concentrate supervision of cases on those cases that actually need close supervision.

The suggestion provides:

1. Auxiliary offices would submit no reports or other communications to the Bureau (in selected criminal cases set out hereafter) and would send them only to field offices of origin and to other logical auxiliary offices.
2. Field offices of origin would submit nothing to Seat of Government until a case was completed (closed or waiting for trial) or until 90 days had passed without completion; of course, in many instances cases would be closed administratively and no report would be submitted to the Bureau (this can happen now under the present rules).
3. If, in a proper case, a report should come to the Bureau, the field office of origin would submit to the Bureau a report covering all pertinent information or a report of its own together with original reports and necessary copies from auxiliary offices if deemed advisable. If dissemination is involved, an auxiliary office would write a report and send enough copies to the office of origin for ultimate transmission to the Bureau if office of origin should so decide keeping in mind necessity for Bureau to disseminate also.

The cases to which this system would apply are: 15 - Theft from Interstate Shipment; 25 - Selective Service Act, 1940 and Selective Service Act, 1948 only; 26 - Interstate Transportation of Stolen Motor Vehicle or Aircraft;

57 APR 29 1959

QT:HD

5

1 - Mr. Clayton

1 - Mr. Tamm

Enclosures

1-66-1934

23 APR 23 1959

UNRECORDED COPY FILED IN 66-1934

THREE

Classified by [unclear]

31 - White Slave Traffic Act; 42 - Deserters; 43 - Illegal Wearing of Uniform and several other violations having to do with illegal manufacture of emblems or insignia, etc.; 45 - Crimes on the High Seas; 47 - Impersonation; 52 - Theft, etc., of Government Property; 70 - Crime on Government Reservation, Crime on Indian Reservation, etc.; 76 - Escaped Federal Prisoner, etc., Parole, Probation, or Conditional Release Violator; 87 - Interstate Transportation of Stolen Property; 88 - Unlawful Flight to Avoid Prosecution, etc.; 93 - Ascertaining Financial Ability.

It is believed that the above would be beneficial in that a tremendous percentage of these cases would have only one closing report, or none, (if closed administratively under present rules); more time could be spent by Seat of Government supervisors on the cases which are not completed in 90 days, thus making for higher quality supervision. It is noted that 90 days is used because experience has indicated in these types of cases, most are concluded from the standpoint of needed investigation within that time; for example, actual statistics in deserter-fugitive cases reflect 95% of the deserter-fugitive cases are closed within 90 days after being opened.

This suggestion would not relieve the field of the responsibility of communicating with the Bureau by report, airtel, etc., when good judgment so dictated, such as in major cases and cases with unusual public interest.

It is noted that this matter was referred to twelve field divisions. (Baltimore, Chicago, Jacksonville, Los Angeles, Memphis, Minneapolis, New York, San Antonio, San Francisco, Seattle and Washington Field Office all favored the proposal. Oklahoma City was opposed to it. Oklahoma City's objections are not considered valid.)

The Executives Conference unanimously recommends approval of this system.

If approved, there are attached hereto SAC Letter and manual changes.

EAC
4/16

V
I am willing to try it
but I have some doubts.
K.

SAC, Charlotte (66-1471)

4/23/59

REC- 58 Director, FBI (66-2435)- 2315

✓ EX-113 REPORT WRITING

Reurlet 4/17/59 inquiring as to the character Fraud by Wire. The words "Fraud by Wire" should not appear in the character. The correct character is Interstate Transportation of Stolen Property.

HBf:jsp
(4) *jsp*

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

MAILED 31

APR 23 1959

COMM-FBI

52 APR 28 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : *mmw* SAC, CHARLOTTE (66-1471)

SUBJECT: *O* REPORT WRITING

DATE: 4/17/59

Recently it has been noted that reports emanating from other offices in ITSP cases carry FRAUD BY WIRE in the character where this is the type violation under investigation.

This office is unable to locate any instruction which would indicate FRAUD BY WIRE should appear in character.

Please advise if such instruction is in effect, and if so, furnish manual citation.

12

(2) - Bureau
1 - Charlotte
PDW:cft
(3)

ack
4/23/59
HB7:js

EX-113

REC- 58

66-2435-2315

APR 24 1959

71

INDEX

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 4/13/59

FROM : Q. Tamm

SUBJECT: REPORT WRITING; REDUCTION OF REPORTS AND
OTHER COMMUNICATIONS AT SEAT OF GOVERNMENT

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
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Tele. Room	_____
Holloman	_____
Gandy	_____

On instructions of Executives Conference, letter dated 3/23/59 was sent to 12 offices asking their opinions about a suggestion which was made to aid materially in carrying out the Director's expressed wish to efficiently streamline supervisory procedures and eliminate unnecessary administrative acts. It would eliminate receipt at the Bureau of a big percentage of reports now received at SOG in certain large volume-type cases and would promote higher quality supervision at SOG and in the field.

Baltimore, Chicago, Jacksonville, Los Angeles, Memphis, Minneapolis, New York, San Antonio, San Francisco, Seattle, and Washington Field Office favor the proposal. Only Oklahoma City is against it. The views of the various offices are discussed later herein.

This Division and the Investigative Division favor the suggestion.

It provides:

1. Auxiliary offices would submit no reports or other communications to Bureau and would send them only to field offices of origin and to other logical auxiliary offices.
2. Field offices of origin would submit nothing to SOG until a case was completed (closed or waiting for trial) or until 90 days had passed without completion; of course, in many instances cases would be closed administratively and no report would be submitted to the Bureau (this can happen now under the present rules).

If, in a proper case, a report should come to the Bureau, the field office of origin would submit to the Bureau one report covering all pertinent information, or a report of its own together with original report(s), and necessary copies, from

ENCLOSURE

Enclosures (3) *2 copies
detached and
sent with copy*
1 - Mr. Mohr
1 - Mr. Rosen
1 - Mr. McGuire
1 - 66-1934

LAF:vfb (6)

EX-135
APR 29 1959

66-2435

REC-12

23 APR 24 1959

UNRECORDED COPY FILED IN 66-1934

Memorandum for Mr. Tolson

Re: Report Writing; Reduction of Reports and Other Communications at Seat of Government

auxiliary offices if deemed advisable; meanwhile, auxiliary offices would have submitted to the offices of origin reports, inserts, or other communications such as airtels, etc. which might be appropriate and logical in the circumstances. For instance, where it is necessary for the U. S. Attorney or another agency to get copies of a report, an auxiliary office would write a report and send enough copies to office of origin for ultimate transmission to Bureau if office of origin should so decide, keeping in mind necessity for Bureau to disseminate also. Anything not sent to Bureau would always be available for inspection in the files of the office of origin.

The cases which seem to fit the suggestion are set out below and others could be added at any time, of course, if later it is deemed advisable: 15 - Theft from Interstate Shipment; 25 - Selective Service Act, 1940 and Selective Service Act, 1948 only; 26 - Interstate Transportation of Stolen Motor Vehicle or Aircraft; 31 - White Slave Traffic Act; 42 - Deserters; 43 - Illegal Wearing of Uniform and several other violations having to do with illegal manufacture of emblems or insignia, etc.; 45 - Crimes on the High Seas; 47 - Impersonation; 52 - Theft, etc., of Government Property; 70 - Crime on Government Reservation, Crime on Indian Reservation, etc.; 76 - Escaped Federal Prisoner, etc., Parole, Probation, or Conditional Release Violator; 87 - Interstate Transportation of Stolen Property; 88 - Unlawful Flight to Avoid Prosecution, etc.; 93 - Ascertaining Financial Ability.

It is believed that the above would be beneficial in that a tremendous percentage of these cases would have only one (closing) report, or none (if closed administratively under present rules), ever coming to the Bureau; more time could be spent by SOG supervisors on the cases which are not completed in 90 days (obviously those needing it the most), thus making for higher quality supervision; it is evident that the field would have to supervise these cases closely, but they are supposed to do that now.

This suggestion would not relieve the field of the responsibility of communicating with the Bureau by report, airtel, etc. when good judgment so dictated, e. g. major cases, cases with unusual public interest, etc. In most of above cases there is no need for the Bureau to receive reports within a short time. While the Bureau would not have the flow of events as they happen in these cases to the degree that it does have now, it is believed that this flow serves no purpose

Memorandum for Mr. Tolson

Re: Report Writing; Reduction of Reports and Other Communications at Seat of Government

in most instances, and, in the event of any unusual situation, the Bureau could always get what was needed.

When the suggestion was made it was recognized that certain minor adjustments would have to be made, if the Bureau agreed that the suggestion had merit. Some of the necessary adjustments were recognized by the various offices which favored the suggestion, but they, too, realized that the adjustments were minor. It may be, too, that further minor adjustments will have to be made as time goes on if the suggestion is put into effect. But these are trifling and would be more than offset by the benefits which would accrue.

As mentioned by many of the offices, there may be a slight rise in delinquencies due to the 90-day rule. This is a relative thing and requires no new rules.

It is believed that the objections of Oklahoma City will not hold water and that they have been completely refuted below.

The specific answers of the 12 offices, together with our comments are set forth hereafter.

BALTIMORE:

"It is believed that the proposed changes with respect to report writing will be of benefit not only to SOG but also to field offices."

The letter then goes on to point out that there will have to be adjustments regarding administrative delinquencies, because the whole investigation might be in office of origin thereby allowing nothing to post at the end of 45 days; also that there will be a lag in the reporting of statistics.

Comment: These observations are sound. When the suggestion was made it was realized that certain minor changes in the Bureau's rules would be necessary if the suggestion was looked upon favorably.

Administrative delinquencies are relative things, and a slight rise in them as a result of the above would not be significant. As to the submission of statistics, the delay in submission will have no real effect because over a period of time the rate of submission and the over-all total will be the same.

Memorandum for Mr. Tolson

Re: Report Writing; Reduction of Reports and Other Communications at Seat of Government

CHICAGO:

"Although there are some additional changes which we feel must be added (see below) as a result of the proposed changes in referenced letter it is consensus of this office that the proposed changes should be instituted at least on a trial basis."

Letter goes on to point out:

1. Same administrative delinquency problem mentioned by Baltimore, and previously discussed.

2. That if in an office of origin a fugitive lead is covered within the 15 or 30-day deadline, and no report is to be submitted before 90 days, the two-week report should be eliminated.

Comment: No report required now. Presently required that something be in file to show work done. Rule should remain the same.

3. Might cause a need for change in the rule that field supervisors review cases, because in many instances there will be nothing in the file for over 90 days.

Comment: Unsound. Would continue to need file reviews in order to supervise case properly.

4. In recording fugitive statistics in some cases, such as 26, 31, etc., Bureau takes information from data in report, while in others (42, for instance) it is taken from airtel. Recommends Bureau take statistics from airtels, etc., in all cases, thus eliminating necessity of writing a report simply to record such statistics.

Comment: Wrong reasoning. Report not submitted in cases mentioned just to get statistics. Report desired to get all surrounding circumstances.

5. Suggests that Bureau set the exact time within which a report must be submitted after 90 days have passed.

Comment: Obviously would be submitted when 90 days have passed.

6. Wants to know at what intervals reports would be submitted after 90 days.

Comment: Attached manual changes cover this. The period will be 45 days, since case will otherwise become delinquent. The proposal relates only to the initial report.

Memorandum for Mr. Tolson

Re: Report Writing; Reduction of Reports and Other Communications at Seat of Government

CHICAGO (CONTINUED):

7. If office of origin is requested to send report to U. S. Attorney before 90 days, should Bureau get a copy?

Comment: Not necessarily when submitted. Eventually will be furnished Bureau.

JACKSONVILLE:

"Without exception we find these proposed additions to be very desirable and believe they will cut down tremendously on the large volume of reports which now go to the Bureau. These useless reports undoubtedly demand the time of Bureau supervisors which might much better be spent in reviewing the older and more complicated cases and giving the field the benefit of additional Bureau direction in those cases."

LOS ANGELES:

"It is the concensus of the supervisory personnel of this office that the changes in reporting procedures can be easily made in the field and will materially benefit supervisors at the Seat of Government."

The letter went on to request clarification (1) as to whether office of origin could continue to submit reports as in the past if none were sent to the Bureau, and (2) further information regarding the situations when field should send communications to Bureau before 90 days.

Comment: As to (1) office of origin may submit report before 90 days have passed and not send copy to Bureau if it wishes. As to (2) this is set out in further detail in attached manual changes. There is no change in present rules regarding timely advice to Bureau.

MEMPHIS:

"Present proposal appears basically sound and practical and should achieve the objectives outlined in Bulet."

Letter goes on to ask for certain clarifications: (1) Whether office of origin can be permitted to write report before 90 days and not send copy to Bureau. This would eliminate administrative delinquency problem (mentioned previously by other offices and set out above). (2) Also asks for further definition of "waiting for trial," in that he wants to know whether office of origin would have to wait for auxiliary offices to cover minor leads before writing report if the bulk of the investigation had been completed.

Memorandum for Mr. Tolson

Re: Report Writing; Reduction of Reports and Other Communications at Seat of Government

MEMPHIS (CONTINUED):

Comment: As to (1), office of origin may write report and not send copy to Bureau. As to (2), common sense would dictate.

3. Wants to know about the submission of reports after 90 days.

Comment: Covered in attached manual changes. See last paragraph Page 4, supra.

4. Suggests elimination of explanations for 30-day lapses in these cases. At least requests that dates of inserts be permitted.

Comment: Explanations should continue. Can use dates of inserts in investigative period now.

5. Where auxiliary office is office of prosecution, should it or office of origin submit parole report and/or investigative report showing results of prosecution?

Comment: Auxiliary office would submit as it does now. Suggestion would have no bearing on this.

6. Points out possible lag in reporting statistics as mentioned above by other offices.

MINNEAPOLIS:

"I feel that the Bureau's suggestions concerning report writing should be adopted."

NEW YORK:

"It is the consensus... that the recommended changes will eliminate the volume of reports submitted to the Bureau, and prepared by the office of origin. No administrative problems in the handling of this proposed change have been noted."

The letter goes on to say that it is assumed that adjustment will be made to correct the inaccurate delinquency picture that will exist.

Comment: This is the same point made previously by several offices. See last paragraph Page 3, supra.

Memorandum for Mr. Tolson

Re: Report Writing; Reduction of Reports and Other Communications at Seat of Government

SAN ANTONIO:

"San Antonio has discussed these proposed changes with appropriate investigative and supervisory personnel and has the following observations to submit:

1. The proposed changes are favored by our personnel and it is recommended they be adopted.
2. San Antonio has no suggested revisions to the proposed changes as set forth by the Bureau."

SAN FRANCISCO:

"With several suggested variations which will be set out and explained below, we feel that the proposed changes should be adopted and that they will accomplish the objectives desired by the Bureau."

San Francisco suggests: (1) that auxiliary offices submit reports when statistics are involved; (2) that auxiliary offices submit reports in major check cases and car ring cases, because only the Bureau would know when other cases existed in different offices, and because there could be confusion as to which office was the office of origin; (3) the administrative delinquency problem stated by other offices; (4) permission to keep a serial for 90 days instead of 45 without recharging it.

Comment: (1) Common sense will control; (2) no greater problem than under present rules; (3) no significance, see last paragraph Page 3; (4) rule should continue; not a report writing rule but rule designed to provide accountability for file material.

SEATTLE:

"It should be noted that SElet dated 2/11/59 proposed a procedure somewhat similar, and supervisory employees have no additional views relative to this phase of the operation."

Seattle has reference to letter it submitted in response to another suggestion submitted for field consideration. Interestingly enough, in addition to voting against the other suggestion Seattle submitted a suggestion of its own which fundamentally is like the one under consideration now.

Memorandum for Mr. Tolson:

Re: Report Writing Reduction of Reports and Other Communications at Seat of Government

WASHINGTON FIELD OFFICE:

"This office is otherwise in agreement with the proposed changes."

The word "otherwise" in above sentence refers to suggestion that where there are many 302s and 64s they should be sent to the office of origin in a report rather than as inserts in order to save the time of field supervisors in reviewing them and the time of case Agents in setting out leads.

Comment: This is a good idea and is presently provided for, but some offices have not been using good judgment. This will be spelled out more clearly in attached manual changes.

OKLAHOMA CITY:

"There are certain obvious benefits which would be obtained from adopting the proposed changes. It would provide for less paper work to be handled at the Bureau. This should increase the amount of attention that can be applied to important matters at the Seat of Government and permit concentration on planning, policy making and the over-all handling of the more important cases. In the field it should cut down the amount of reports for auxiliary offices.

"There are certain possible disadvantages to the proposed new procedures in report writing. They are as follows:"

The letter then sets out certain points which will be discussed below, and then says "It is recommended that the proposed report writing procedures as set out in reBulet not be adopted."

The letter then says that if the suggestion is adopted there will have to (1) be an adjustment regarding administrative delinquencies, discussed above by other offices, (2) that there should be instructions regarding the purging of files of extra copies of inserts, a point covered in the proposed suggestion but apparently missed in Oklahoma City's consideration of it, and (3) that when various inserts are submitted by an auxiliary office there should be attached to the incoming cover document one copy (presumably of each), in order that it may be sent to case Agent without waste of assembling time by the receiving office of origin, a suggested problem which would exist only slightly more, if that, under the suggestion than it does now.

Memorandum for Mr. Tolson

Re: Report Writing; Reduction of Reports and Other Communications at Seat of Government

OKLAHOMA CITY (CONTINUED):

Oklahoma City's objections, together with observations about each, are set out below:

1. Objection - The significance of a Bureau name check will be reduced, because Bureau will not have record of people investigated.

Observation - Incorrect. The only time Bureau would not eventually get a report, or reports, containing the names of persons investigated would be when case was closed administratively, and that situation exists at present and has for years.

2. Objection - There could be lowering of the quality of supervision because burden would shift from Bureau supervisor to case Agent, many of whom are not qualified.

Observation - Field supervisors are ignored completely. Also, Agents are specifically charged by present rules with the supervision of cases (MRR, Part II, Sec. 3, page 28, 11). Bureau supervision will continue and should be more effective because it will be applied to those matters that are not being brought to a proper conclusion.

3. Objection - The amount of work for each Agent will be increased, because with the added supervisory responsibilities his over-all work production will tend to decrease and his time in the office will probably increase.

Observation - This objection again indicates the same fundamental misconceptions apparent in objection #2. All Agents supervise their cases under existing rules. Our Agents are not supposed to be "legmen" who do nothing but go out and cover leads. This suggestion under consideration imposes no more supervisory responsibility on Agents than existed before.

4. Objection - The suggestion would mean more rules for employees to remember and we have too many rules regarding report writing now.

Observation - Oklahoma City exaggerates. Recently the Bureau sent to the field a consolidated system of report writing which eliminated many former rules. Discussions with Bureau supervisors, SACs, and Agents attending In-Service indicate that the new rules are making report writing easier and the reports better. The few rules necessary from this suggestion would be offset many times over by the benefits which would accrue.

Memorandum for Mr. Tolson

Re: Report Writing; Reduction of Reports and Other Communications at Seat of Government

OKLAHOMA CITY (CONTINUED):

5. Objection - Might require duplication because in some instances an RUC report would be better from an auxiliary office.

Observation - Basis for this objection is unknown. RUC reports are proper as well as inserts under proposed and present rules. The decision as to type of communication is based on common sense of the reporting Agent.

6. Objection - In a "fast moving" case, a distant resident Agent would not have access to pertinent files, inserts, etc., and could not handle the paper work involved in the time necessary to send him material. This would increase work load of field supervisors. Single report would be better.

Observation - Reports may be submitted under the suggestion as set out in #5 above. And, as set out in #5, inserts may be submitted under present rules; the suggestion does not materially affect present rules in this regard.

7. Objection - In "fast moving" case, there might be confusion as to which office was the office of origin, and there might be extra work because office might not know proper number of copies to make and there could be unnecessary typing.

Observation - The meaning of a "fast moving" case is somewhat obscure, but in any event the difficulty which might occur as to the office of origin in certain cases would be no more acute under the suggestion than it is now; and it would be corrected in time, as it is now, with no harm done.

CONCLUSION: The suggestion should be adopted in view of (1) the favorable conclusions regarding it reached by the Investigative Division and this Division, and by Baltimore, Chicago, Jacksonville, Los Angeles, Memphis, Minneapolis, New York, San Antonio, San Francisco, Seattle, and Washington Field Office, and (2) the complete refutation of Oklahoma City's objections.

Necessary manual revisions and SAC letter are attached.

RECOMMENDATION: That attached SAC letter and manual revisions be approved.

4/13/59

PROPOSED CHANGE IN
FBI HANDBOOK AND
MANUAL OF RULES AND REGULATIONS

FBI Handbook, Part I, page 33, 9 and 10, and Manual of Rules and Regulations, Part II, Section 4, page 2, i and j, should be amended to read as follows: The remaining items should be renumbered or relettered.

APR 16 10 27 AM '59
REC'D-READING ROOM
F B I

9. Results of investigation by auxiliary office(s) in classifications 15, 25 (Selective Service Act, 1940 and Selective Service Act, 1948 only), 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88, 93

9. By sending to office of origin and other auxiliary offices, but not to the Bureau, report(s), insert(s), airtel(s), teletype(s), et cetera, according to the circumstances. Good judgment should prevail; i. e., if report prepared, sufficient copies to satisfy dissemination requirements in field and at Bureau should be sent to office of origin keeping in mind the possibility office of origin may decide to send to Bureau and Bureau would have to disseminate also (for number of copies to be sent to Bureau by office of origin, if desired, see HB, Part I, Sec. 55 or Manual of Rules and Regulations, Part II, Sec. 9); if investigation sufficiently contained in RUC letter, airtel, or teletype, and no special reason such as local dissemination, FD-302s and/or SF-64s exists, reports or inserts need not be forwarded in addition to office of origin, and statement that nothing further will be sent should be in the communication used.

- 1 - Mr. Mohr (sent separately)
1 - Mr. Rosen (sent separately)
1 - Mr. McGuire (sent separately)

66-1934

Common sense should be used in deciding which type of communication to use, e. g. where it will be voluminous, a report should be used to save unnecessary review and setting out of leads by office of origin.

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LAF:vfb
(8)

Based on memo Q. Tamm to Mr. Tolson, 4/13/59 re: Report Writing; Reduction of Reports & Other Communications at Seat of Government LAF:vfb

MAIL ROOM ☐ TELETYPE UNIT ☐

66-2435-2316
ENCLOSURE

* AND * CON'S MEMO 4/15/59 (2)

After first report to Bureau by office of origin, as indicated in 10 below, submit subsequent reports to Bureau also with due regard for 45-day rule.

10. Results of investigation by office of origin, and results of auxiliary office(s) investigation(s) received by office of origin in classifications 15, 25 (Selective Service Act, 1940 and Selective Service Act, 1948 only), 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88, 93

10. No reports to Bureau until case completed (closed or waiting for trial) or until 90 days have passed without it being completed, unless some special reason exists, such as a major case, case with unusual public interest, or other reason making it obvious Bureau should be advised. Office of origin should use good judgment in deciding what, if anything, should be sent to Bureau, i. e., whether communication(s) from auxiliary office(s) should be summarized in whole or part and put into a report from the office of origin, whether any auxiliary office(s) report(s) should be sent to the Bureau along with the report from the office of origin, or whether the case is to be closed administratively and no report sent to the Bureau. (Copies of auxiliary office reports in excess of two not needed by office of origin should be destroyed and appropriate notation made in file at time case is closed.)

After first report to Bureau, submit subsequent reports to Bureau with due regard for 45-day rule.

4/13/59

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

APR 16 10 27 AM '59
REC'D-READING ROOM
FBI

Manual of Rules and Regulations, Part II, Section 3, page 28, 11, should be amended to read as follows:

11. Supervision of cases

- a. The office of origin is responsible for the proper supervision of cases by auxiliary offices. The Agent to whom a case is assigned in the office of origin is personally responsible for supervising the handling of leads by others in his office and the entire investigation in all other offices. Auxiliary offices which delay investigations are to be reminded by routing slip, letter, airtel, or teletype.
- b. In cases of classification 15, 25 (Selective Service Act, 1940 and Selective Service Act, 1948 only), 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88, 93, extra supervisory responsibility falls upon the field. In these cases, auxiliary offices will submit no reports to the Bureau unless specifically directed to do so, and will submit to the office of origin the results of their investigations in reports, inserts, airtels, teletypes, et cetera, according to the circumstances. The office of origin will submit no report to the Bureau until the case is completed (closed or waiting for trial) or until 90 days have passed since the case was opened without it being completed, unless some special reason exists such as a major case, case with unusual public interest, or other reason making it obvious Bureau should be advised. The office of origin will have to decide, what, if anything, will come into the Bureau, i.e., whether communications from auxiliary offices should be summarized in whole or part and put into a report from the office of origin, whether any auxiliary office(s) report(s) should be sent to the Bureau along with the report from the office of origin, or whether the case is to be closed administratively and no report sent to the Bureau.
- c. The Bureau must be informed of matters of outstanding interest.
- d. When the Bureau is requested to take action to make a decision on a matter appearing in a report, this request must be made by letter to the Bureau transmitting the report as an enclosure.
- e. Form FD-205 is to be used by the field to advise the Bureau that a deadline in a case will not be met. Form 0-1 is used by the Bureau when it is desired that the status of a case be known. Both of these forms may be filled out in longhand; however, the names of the subjects must be hand printed.

NOTE: Based on memo Q. Tamm to Mr. Tolson, 4/13/59, re: Report Writing; Reduction of Reports & Other Communications at SOG. LAF:vfb.

66-1934

LAF:vfb (7)

cc - Mr. Mohr, Mr. Rosen, Mr. McGuire (sent separately)

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ENCLOSURE

66-2435-2316
MEMO, 4/15/59 (27)

SAC, Cincinnati (140-0)

4/27/59

REC-39

Director, FBI (66-2435) - 2317

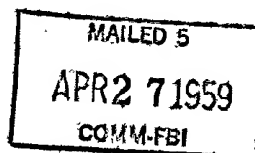
REPORT WRITING

Reurlet 4/21/59 entitled "Report Writing; Security of Government Employees Reports."

Your attention is directed to SAC Letter 58-70 (D) which refers to the consolidation of report writing rules which were sent to the field in the form of manual inserts, and then states in part: "All other rules on report writing in any Bureau manual are superseded by those set forth in the inserts, and in due course will be deleted from the manuals."

Obviously the manual changes to which you refer are simply conforming to the report writing rules mentioned above and set out in the FBI Handbook and the Manual of Rules and Regulations. These rules apply to all reports, and any former rule not contained therein no longer exists.

LAF:sjw
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62 MAY 1 1959

MAIL ROOM TELETYPE UNIT

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 4/21/59

FROM : SAC, CINCINNATI (140-0)

INVESTIGATIVESUBJECT: REPORT WRITING
SECURITY OF GOVERNMENT EMPLOYEES REPORTS

Section 69, Manual of Instructions, previously had special section (G) captioned "Report Writing", which included specific instructions regarding format of SGE reports. New manual changes received under date of 3/23/59 have eliminated that portion of Section 69.

The question is whether this elimination was for the purpose of abbreviating the manual or whether it means a change in report writing rules as relating to SGE reports. Specifically, are we eliminating such things as beginning the details section of the report at the top of a new page after the synopsis and setting forth the title and character as a heading? Will these reports continue to have three sections, namely, the Personal History, Basis For Investigation, and Results of Investigation? In the case of Preliminary Inquiries, will the statement "This report does not represent the results of a full field investigation and should not be construed as such in connection with Executive Order 10450" be included in the report and if so, where does it appear?

Are SGE reports assembled at the Bureau as they were in the past or are they being disseminated as separate reports as in the case of other type investigations. It is felt that the Report Writing Section in the Manual of Rules and Regulations does not make exceptions as presently written in the case of SGE reports and Cincinnati would like to be certain that it is the desire of the Bureau to treat SGE reports on the same format as all other reports.

- 2 - Bureau (RM)
2 - Cincinnati
 (1- 140-0)
 (1- 66-1662)

REC-39

66-2435-2317

RJR:CN
(4)

APR 23 1959

Let Cin
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LAF

28

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 4/21/59

FROM : SAC, NEW ORLEANS (66-1226)

SUBJECT: REPORT WRITING
FUGITIVE CASES

The following questions have been raised in connection with report writing, particularly in fugitive cases:

(1) We have been following the practice of placing a caution statement, when applicable, only at the end of the Synopsis in a report. Please advise if this is correct, or if it should also be placed at the end of the Details.

(2) We are office of origin in a fugitive case and he is apprehended prior to the submission of the initial report. During investigation it is determined that he could be considered armed and dangerous. When the initial report is submitted which will reflect his apprehension, is it correct to list the caution statement even though it is not then applicable as the subject is in custody? It is the opinion of this office that it should be set forth so that if subsequently we are again looking for the subject the information that he is armed and dangerous will be readily available.

*Correct
but list it
in synopsis*

② - Bureau
1 - New Orleans
JPD:cjk
(3)

*Let to N.O.
4/24/59
La 7*

REC-70

66-2435-2318

25 APR 30 1959

EX 109

*THO
FUGITIVE*

SAC, New Orleans (66-1226)

4/29/59

REC- 70

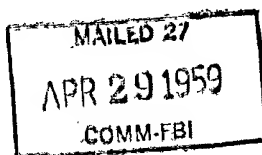
Director, FBI (66-2435) - 2318

**REPORT WRITING
FUGITIVE CASES**

Reurlet 4/21/59.

The caution statement is required only in the synopsis of a report. In this connection, however, you will undoubtedly carry information in the details also of a report which first gives the basis for the caution statement. Thereafter it must only be put in the synopsis.

When a fugitive is apprehended prior to the submission of the initial report, and when investigation has determined that he should be considered armed and dangerous, and when the initial report will reflect his apprehension, the caution statement as such should not appear in the report. The only exception to this would be where the reason for the caution statement is one which would require continued vigilance after the subject is in custody, such as when there is a danger that he may commit suicide. It should be kept in mind, of course, that the information obtained during investigation about the subject's being armed and dangerous will be reported in the details and where logical should be put in the synopsis but not as a caution statement as such.



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MAY 3 1959

TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : W. A. Branigan

DATE: 4-28-59

FROM : ESPIONAGE SECTION STREAMLINING COMMITTEE

SUBJECT: NOTATIONS AS TO ~~DISSEMINATION~~ OF
REPORTS AND LETTERHEAD MEMORANDA
Suggestion # 1167-591 - Mr. Branigan
~~1 - Training~~
~~and Inspection~~
~~Division~~
1 - Mr. MartinTolson _____
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DeLoach b6
McGuire b7CSYNOPSIS:

REPORTS

A suggestion has been received from SA [redacted] that notations concerning dissemination of reports be placed on the Form FD-204 and on any attached letterhead memorandum evaluating informants rather than on Form FD-263. Adoption of this suggestion is not recommended but it is recommended that a clarifying statement be printed on the FD-263 to show exactly what was disseminated.

RECOMMENDATION:

1. That this memorandum be referred to the Training and Inspection Division in order that consideration may be given to printing in the appropriate space on the bottom of the FD-263 the words "Dissemination of attached report and any attached memorandum." This will prevent confusion in the future as to exactly what was disseminated. Training and Inspection Division recommends retention of present procedure. See Addendum on p3.

2. That the Training and Inspection Division acknowledge [redacted] suggestion. Enclosed letter prepared by Training and Inspection Division.

REC-70

20 MAY 7 1959

DETAILS:

EX 109

A recent revision of Bureau Manual provided that the stamp, noting dissemination of reports and any attached letterhead memoranda, be placed on Form FD-263 (cover page) rather than on Form FD-204 (initial page of report itself) and on the letterhead memorandum.

LHM:jlc
(4)

1 - Personnel file of [redacted] (sent separately)

Enclosure

62 MAY 12 1959

UNRECORDED COPY FILED IN

Memo to Mr. Branigan
RE: NOTATIONS AS TO DISSEMINATION OF
REPORTS AND LETTERHEAD MEMORANDA

SA [] has suggested that the instructions be reversed and the latter procedure be followed for the following reasons:

b6
b7C

1. When letterhead memoranda are submitted by cover letter or airtel, dissemination stamp is placed on the memoranda rather than on the cover communication. The procedure for such memoranda is, therefore, inconsistent with the procedure for reports.

2. Dissemination stamp or notation tends to indicate that ~~it refers to~~ the particular item on which it is placed is that which is disseminated. This may cause confusion among clerical employees and increases the danger that they may disseminate the Form FD-263.

3. While we are now aware that the stamp on the FD-263 means that the FD-204 and any attached informant evaluation memorandum were the items which were disseminated, this may not be clear several years from now and there may then be some confusion as to what was actually disseminated.

b6
b7C

[] recommends, therefore, that all doubt will be removed if the dissemination notations are placed on those portions of communications which are actually disseminated.

OBSERVATIONS:

The following reasons militating against any change in present procedure were considered:

1. Whenever our reports may have to be produced in court, it would be desirable to have ~~it~~ free of notations concerning administrative action taken with respect to dissemination of the report. The purpose of all the changes made in report writing procedures was to eliminate administrative action from the substantive report in order that it would be available for production in court.

2. Present procedure facilitates making of Photostats of reports for subsequent additional dissemination since it eliminates the necessity of taking steps to cover such Bureau markings.

Memo to Mr. Branigan
RE: NOTATIONS AS TO DISSEMINATION OF
REPORTS AND LETTERHEAD MEMORANDA

3. Present procedure is more economical since it requires only one notation be made instead of two when an evaluation memorandum is involved.

4. There is a specific space provided for dissemination notations on the FD-263 which makes it easier to find what dissemination has been made.

It is believed that the second and third objections to the present procedure made by [redacted] are valid. It is possible that these objections may be overcome, however, by placing a statement on the FD-263 clarifying what dissemination was made. Thus in the space provided for dissemination notations, the following words could be printed:

"Dissemination of attached report and
any attached memorandum"

The first objection suggested by [redacted] also has validity but it is believed that this one inconsistency is more than outweighed by the other considerations involved.

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ADDENDUM BY TRAINING AND INSPECTION DIVISION: 5/4/59 - AGG:ceh

Training and Inspection Division is opposed to adoption of this suggestion since recent consideration of the matter disclosed it is better to make all dissemination notations on the FD-263 (first page of cover pages) and leave first page of report (FD-204) free of such administrative notations. This is believed advantageous in the event the report is produced in court and it also aids when Photostat copies of the report become necessary since it eliminates need of covering the markings. We do not disseminate FD-263 outside of Bureau.



Memo to Mr. Branigan
RE: NOTATIONS AS TO DISSEMINATION OF
REPORTS AND LETTERHEAD MEMORANDA

We also are opposed to the proposed modification of SA Turyn's suggestion since the suggested "clarifying" statement would not actually be of any assistance in identifying the evaluation memorandum as having been disseminated. The evaluation memorandum is not listed as an enclosure to the report or to the cover page; therefore, the general wording proposed would not accomplish the desired result.

Since a copy of the evaluation memorandum is stapled to each copy of the report to which it relates, and since we seldom disseminate the report without the evaluation memorandum, we believe our present procedure of placing dissemination notations on FD-263 is more consistent and entirely adequate.

RECOMMENDATIONS: (1) That SA [] suggestion not be adopted.

(2) That the proposed modification of SA [] suggestion not be adopted. b6
b7C

(3) If approved, enclosed letter to SA [] should be sent acknowledging receipt of his suggestion.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 4/30/59

FROM : SAC, San Juan (66-235)

SUBJECT: REPORT WRITING; COPIES
OF REPORTS IN 100 AND
105 CLASSIFICATIONS

INVESTIGATIVE REPORTS

Reference is made to Part I, pages 81-99 of FBI Handbook concerning classification numbers, characters and copies of reports.

Please advise if this office is interpreting changes indicated correctly in that in closing reports submitted by the office of origin in captioned classifications, only one copy is now needed instead of three, which were previously needed.

② - Bureau
1 - San Juan

JFS:mls
(3)

REC-60

66-2435-2320

MAY 12 1959

EX-135

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5/7/59
100 AF-1 jcp

~~EX-135~~

SAC, San Juan (66-235)
REC-60

5/7/59

Director, FBI (66-2435) - 2320

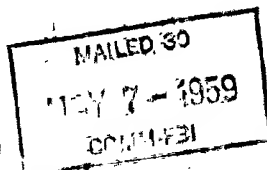
EX-135

REPORT WRITING; COPIES
OF REPORTS IN 100 AND
105 CLASSIFICATIONS

Reurlet 4/30/59 inquiring as to the number of copies of closing reports required in classifications 100 and 105. One copy is required under present regulations.

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5 MAY 11 1959

MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 1, 1959

Attention: Training and Inspection Division

FROM : SAC, Miami

SUBJECT: REPORTING PROCEDURES

REPORT WRITING

Reference is made to the new instructions set forth in Manual of Rules and Regulations, Part II, Section 3, Page 29, sub item b.

It is noted that auxiliary offices do not submit reports to the Bureau unless specifically directed to do so.

A question has arisen as follows: Assuming that an auxiliary office makes an apprehension, recovers property, recovers an automobile, acquires a conviction or acquires some other statistical accomplishment, should the auxiliary office report these statistical matters to the Bureau or should these items be reported only to the office of origin by the most proper communication under the circumstances? Will the statistical accomplishments achieved by an auxiliary office be reported only through the office of origin?

Until receipt of advice as to the proper procedure to follow, when this office has statistical accomplishments, we will report them as we have done in the past.

- ② - Bureau
1 - Miami

LOT:mjs
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REC-76

66-2435-2321

11 MAY 12 1959

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HBF:jep

SAC, Miami

5/7/59

REC-76

Director, FBI (66-2435) - 2321

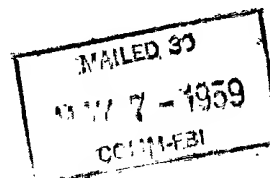
REPORTING PROCEDURES

Reurlet May 1, 1959, inquiring as to the reporting of statistical matters by auxiliary offices, having in mind the new regulations set forth in Manual of Rules and Regulations, Part II, Section 3, page 29.

If the auxiliary office submits an investigative report to the office of origin, it should record statistics in the synopsis as in the past. If the office of origin subsequently sends a copy of the auxiliary office report to the Bureau, the statistical data will be properly credited. If the office of origin finds it unnecessary to send a copy of the auxiliary office report to the Bureau, it will record the statistical data in the synopsis, crediting the proper office with the statistical data in keeping with the details of the report submitted by the office of origin. Of course, if the auxiliary office submits a report under circumstances requiring that copies be forwarded to the Bureau direct, statistical accomplishments will be reported as in the past.

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67 MAY 15 1959

MAIL ROOM TELETYPE UNIT

SAC, Dallas (

5-12-59

Director, FBI (66-2435) - 2322

REC-76
REPORT WRITING
TRANSCRIPTION OF FORMS
SF-64 and FD-302

Reurlet 5-5-59 which concerns the dictation and transcription of the interview report form FD-302 and the memorandum form SF-64 as utilized in our reporting system.

Many offices have been causing these forms to be typed within 5 days of the dictation period without any undue problem being created. The rule has always been that these forms were to be prepared promptly. Since some offices were delaying the dictation and the final typing of these forms until a considerable period of time had elapsed, it was necessary to instruct that they be dictated within 5 days. When this rule was placed in effect, necessarily the 5-day stenographic delinquency rule applied and it was necessary that all work dictated be transcribed within 5 working days thereafter.

This rule is designed to save the Bureau embarrassment. These forms are prepared with the thought in mind that they will be introduced in court as the Bureau's report covering the testimony of the witness on the stand. It is imperative that they be prepared in a timely manner so that they are not subject to question by either the court or the defense counsel since it will appear on the face of the form that they were dictated promptly and were transcribed promptly.

The dictating Agent in his best judgment should either cause the preparation of the maximum number of typed copies (about 10) or transcription on a multilith or Mimeograph master.

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MAIL ROOM ☐ TELETYPE UNIT ☐

67 MAY 15 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (66-2435) DATE: 5/5/59
ATTN: TRAINING AND INSPECTION DIVISION
FROM : Col/BA SAC, DALLAS
SUBJECT: REPORT WRITING
Transcription of Forms
SF 64 and FD 302

248
Reference is made to SAC Letter 59-27(H) which points out that FD 302s and SF 64s which have been rough drafted or put on a dictation belt become a part of the office dictation and must be off the books within 5 working days. Reference is also made to Manual of Instructions, Part 2, Section 4C(13), Pages 5 and 6, which instructs that in connection with the preparation of FD 302s and SF 64s, that dictation must be within 5 working days of the action.

The investigative personnel of this office have been most careful in insuring that the SF 64 or FD 302 is promptly dictated or rough drafted, however, concerning the transcription of these forms, the question arises as to the number of copies which will be required at the time this information is ultimately incorporated into a report, which report may not be prepared for as long as 45 days or, in some cases, even longer. It is generally believed that the maximum number of copies which can be made at one typing and still retain legibility is 9 or 10 copies. Very often during the conduct of an investigation the investigation becomes more and more complex and requires that copies of the report in excess of 9 or 10 copies be made in order that leads may be designated for appropriate offices.

If the FD 302 or SF 64 is promptly transcribed, as required by Bureau regulations, and the maximum of 10 copies is prepared, it is frequently found that when the report is finally dictated it is necessary to retype these forms and, in some instances, to type them on a multilith master in order to get the necessary copies.

2d
In order to avoid this duplication of effort the following alternatives have been suggested which are presented for the consideration of the Bureau:

3 - Bureau
2 - Dallas
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EX-111-100
MAY 18 1959

REC-76

66-2435-2322

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1. That all interviews be typed up on a multilith or mimeograph master which could be retained until such time as the report is prepared. At that time, of course, the number of copies needed will be known. This would, perhaps, be the most flexible procedure but would not take into consideration the cost of the multilith or mimeograph master, or the time required by an additional employee to run off the necessary copies.

2. To retain the rough draft or dictaphone belt as the original recording of the interview and delay the actual typing until such time as the report is prepared and the number of copies is known. This procedure would create additional filing problems, especially as it pertains to dictation belts, and if it became necessary to introduce the original recording of these interviews into a judicial proceeding there might be certain features that would make same undesirable.

3. The maximum number of copies could be typed and retained until such time as the report was prepared. Upon the preparation of the report, should more than the 9 or 10 copies be required, the material contained in the SF 64 and FD 302 could be dictated in summarized form into the details of the report itself, and the statement made that the original information had been incorporated on an FD 302 or SF 64 and copies of these forms could be furnished as enclosures to the Bureau, USA and any office which, because of the investigation requested of it, would logically need the precise wording of the witnesses or subject as contained on the form.

The Bureau's advice in regard to the above is respectfully solicited. It is also felt that other offices are experiencing a similar problem and suggestions for its solution may have been made which would be applicable here.

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (66-2435)

DATE: May 4, 1959

FROM: SAC, SAN ANTONIO (62-1641)

SUBJECT: REPORT WRITING
STENOGRAPHIC DELINQUENCY

Re SAC Letter 59-27 (H), 4/21/59.

Re SAC Letter related that some offices still are failing to realize that when an FD 302 or SF 64 has been roughdrafted or put on a machine belt, it becomes part of the office dictation and must be off the books within five working days excluding time necessary for mail to arrive at office from Resident Agencies.

This rule in many instances in the Field Office operation is difficult to follow with a strict interpretation. An Agent carrying an average case load in the San Antonio Division, in the course of his investigations will not work one case continuously or on consecutive days until investigation is concluded, but will rather work numerous cases depending upon the area of his work and his travel for the day. To satisfy the rule that information received which may become testimony should be contemporaneously recorded on a 302, holds that an Agent must roughdraft or dictate on a memo belt or to a Stenographer within five days of the interview. For one reason or another, or because of extended investigation, the Agent may not desire to forward his roughdraft or memo belt immediately to the Steno Pool for typing as soon as it is dictated or roughdrafted. The investigation may continue for several weeks before it would be logical to assemble all material for a final report.

It has been found in numerous instances that an Agent is conducting considerable investigation and while his roughdrafts and memo belts in the form of 302s or SF 64s have been transcribed, by the time he gets ready to prepare his report, he finds through continuing investigation that many more copies are required than he first anticipated.

2 - Bureau
1 - San Antonio
FFM:mkd
(3)

REC-39

66-2435-2323

EX-113

MAY 14 1959

ack
5-12-59
HBT/fgw

SA 62-1641

This necessitates either Photostating or occupying the Stenographic time to type additional copies, or to discard the typing that has been done to cut a stencil. In many other instances it has been found that after considerable typing, a communication will be received to discontinue the investigation. The discontinuing of the investigation would have precluded the necessity of typing 302s and 64s.

It is suggested the Bureau consider, particularly in the volume type cases wherein only Office of Origin will henceforth report in the majority of cases, rescinding its rule that 302s and 64s be typed within ten days (five days for contemporaneous reporting and five days for final typing). It would appear, also, that it would be judicious to consider eliminating date of typing on 302s and 64s and let the date of the report suffice as the date of typing in most instances.

While following the Bureau's current rules do not greatly affect Headquarters Agents who have Stenographers available, together with the entire file, it does greatly affect the work of Resident and Road Trip Agents.

The Bureau may desire to inquire of several SACs their thoughts on the above suggestion.

SAC, San Antonio (62-1641)

5-1-59

REC-39
Director, FBI (66-2435) - 2323

REPORT WRITING
STENOGRAPHIC DELINQUENCY

Reurlet 5-4-59 which concerns the dictation and transcription of the interview report form FD-302 and the memorandum form SF-64 as utilized in our reporting system.

Many offices have been causing these forms to be typed within 5 days of the dictation period without any undue problem being created. The rule has always been that these forms were to be prepared promptly. Since some offices were delaying the dictation and the final typing of these forms until a considerable period of time had elapsed, it was necessary to instruct that they be dictated within 5 days. When this rule was placed in effect, necessarily the 5-day stenographic delinquency rule applied and it was necessary that all work dictated be transcribed within 5 working days thereafter.

This rule is designed to save the Bureau embarrassment. These forms are prepared with the thought in mind that they will be introduced in court as the Bureau's report covering the testimony of the witness on the stand. It is imperative that they be prepared in a timely manner so that they are not subject to question by either the court or the defense counsel since it will appear on the face of the form that they were dictated promptly and were transcribed promptly.

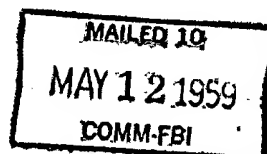
The dictating Agent in his best judgment should either cause the preparation of the maximum number of typed copies (about 10) or transcription on a multilith or Mimeograph master.

HBT:PFV

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60 MAY 19 1959



MAIL ROOM ☐ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/5/59

FROM : SAC, Baltimore (26-00)

SUBJECT: ITSMV MATTERS -
REPORTING PROCEDURE*OP. PPT WRITING*

A Baltimore agent recently returned from in-service and advised that agents were being instructed to "immediately submit to the Bureau reports containing statistical data."

Heretofore if Baltimore received information from the Baltimore PD that a car stolen in the District of Columbia had been recovered in Baltimore, an Airtel would be immediately forwarded to the auxiliary office, case opened here, car processed if possible, necessary investigation conducted, and if investigation not promptly received from auxiliary office, Baltimore would promptly surep to Bureau reflecting recovery value. Later when auxiliary office conducted necessary investigation and if no suspects developed, Baltimore would include this investigation (plus any 64's and 302's completed by auxiliary office) in closing report.

Upon receipt of recent Handbook changes (Part I, Page 32C through 33, it was contemplated that Baltimore would delay the submission of any report in Unknown Subject ITSMV cases until necessary investigation received from auxiliary offices. It is realized that at the end of 45 days case would be investigatively delinquent and Baltimore contemplated sending a follow-up Airtel to auxiliary offices stating, "Baltimore investigation completed, expedite investigation," and posting on this communication. This would insure that the Bureau would be presented with a true and accurate delinquency situation in the monthly administrative report. Then, when auxiliary office submitted RUC communication, Baltimore would submit all investigation in one closing report to the Bureau if all logical investigation completed negatively.

This course of action might result in the Bureau's receiving statistical data re car recoveries somewhat

② - Bureau
1 - Baltimore
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EX-113

66-245-2324

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by let
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BA 26-00

(possibly 30 days) later, however, it would accomplish what appears to be the primary objective of the recent reporting change, namely, to avoid the submission of the volume of reports to the Bureau.

Bureau advice is requested as to whether procedure contemplated by Baltimore is satisfactory.

SAC, Baltimore (26-00)

5/13/59

Director, FBI (66-2435) - 23 24

REC- 75
REPORT WRITING

Reurlet 5/5/59 ^{EX-113} entitled 'ITSMV MATTERS' - REPORTING
PROCEDURES.

There is no requirement that statistical data in ITSMV cases be submitted to the Bureau immediately in reports.

Due to the recent changes in report writing set out in FBI Handbook, Part I, 47 A, 9 and 10, and Manual of Rules and Regulations, Part II, Section 4, B 1, i and j, the Bureau expects that there may be a slight rise in delinquencies and that the reporting of statistics may be somewhat delayed. You should be alert concerning your statistics for this year and be certain that they do not fall below last year's percentages because of a failure to get them in on time.

Rules which relate to posting do not permit posting of follow-up type communications or status-type communications. You should not post communications of the type set out in urlet.

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52 MAY 18 1959

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MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (66-2435)

FROM : SAC, San Juan (66-235)

SUBJECT: REPORT WRITING

DATE: 5/7/59

Re SAC Letter 59-27 (B) concerning elimination of volume of reports in certain large volume-type classifications.

Manual changes received 5/5/59. Program being implemented.
Question:

Delinquency - It is conceivable in some classifications affected, all work will be within OO territory and no outgoing communications prior to 90 days. Can case be posted on memo for file reflecting work done and investigation pending? If not, how can case be kept from being delinquent? Or, in these types of cases does delinquency become effective 90 days instead of 45 days after case received?

2 - Bureau
1 - San Juan

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REC-92

EX 109

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SAC, San Juan (66-235)

5-12-59

REC-92

Director, FBI (66-2435) — 2325

EX 109

REPORT WRITING

Reurlet 5-7-59 which concerns the provisions of
SAC Letter 59-27(B).

In adopting the new reporting rules, the Bureau
was aware of the fact that some increase in delinquency
might occur. No change has been made in the 45-day
delinquency rule. You should not post memorandums for
the file or any other type communications which are not
authorized for posting.

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RECEIVED - J7111

SAC, Atlanta (66-762)

5-13-59

REC-33

EX 109

Director, FBI (66-2435) - 2326

REPORT WRITING

Reurlet 5-4-59 which concerns the submission of statistics, particularly by auxiliary offices.

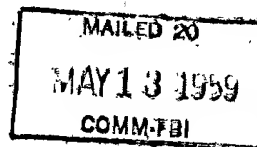
If an auxiliary office submits an investigative report to the office of origin, it should record statistics in the synopsis as in the past. If the office of origin subsequently sends a copy of the auxiliary office report to the Bureau, the statistical data will be properly credited. If the office of origin finds it unnecessary to send a copy of the auxiliary office report to the Bureau, the statistical data will be recorded in the synopsis of the report of the office of origin crediting the proper office with the statistical data in keeping with the details of the report.

Auxiliary office reports should not be forwarded to the Bureau simply because they contain statistical data.

HBF:PFV

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W.C. Sullivan _____
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Holloman _____
Gandy _____



62 MAY 19 1959

TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (66-2435)

DATE: 5-4-59

FROM : SAC, Atlanta (66-762)

SUBJECT: REPORT WRITING

INVESTIGATIVE REPORTS

Re SAC Letter 59-27 and subsequent amendments to the FBI Handbook and Manual of Instructions.

Current instructions relating to reports submitted by auxiliary offices provide that auxiliary offices shall not submit correspondence, including reports, to the Bureau. The referenced SAC Letter and amendments to the Handbook and Manual of Instructions make no exception for the submission of reports by auxiliary offices to the Bureau.

The question raised in our discussion of these changes with the Agents of this office concerns the submission of reports by the auxiliary office when the auxiliary office has statistical matters to report. For example, in many instances, particularly in auto theft ring cases, the auxiliary office rather than the office of origin may be the office reporting the bulk of the automobile recoveries. In most fugitive cases, particularly the 88 classification, an auxiliary office will be the office of apprehension. With respect to convictions, since the adoption of Rule 20 of Rules of Federal Procedure, the auxiliary office in many instances will be the office of prosecution and therefore the office reporting disposition.

It is our interpretation of the current changes with respect to report writing that the Bureau still desires that auxiliary offices possessing statistical data submit reports so that this statistical data may be recorded at the Bureau.

UACB, the Atlanta Office will continue in those cases in which it is an auxiliary office to submit reports to the Bureau reflecting statistical data.

2 - Bureau
1 - Atlanta

JLM:mm1

6353

REC-33

EX 109

MAY 14 1959

REC-33-1000

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (66-2435)

DATE: 5/8/59

FROM : SAC, New Orleans

SUBJECT: REPORT WRITING

INVESTIGATIVE REPORTS

A conference of the supervisory staff of the New Orleans Office concerning the amendment in report writing procedures as set forth in revision in the Manual of Rules and Regulations, Part II, Section 4, Pages 2 and 2A, dated April 17, 1959, resulted in the following questions:

According to the current regulations, the first report submitted by the Office of Origin in certain categories should not be submitted until 90 days have elapsed or the case is completed (closed or awaiting trial). In jail cases, which arise mainly in the ITSMV category, but on occasion in other violations, to date this rule applies, the respective U. S. Attorneys request a report as soon as possible and every effort is made by this office to furnish them with a report within a week.

The Bureau is requested to advise whether it desires that these reports be submitted to the Bureau or retained in the files of the New Orleans Office until the lapse of 90 days or the case is completed.

The recent changes also reflect that the Office of Origin should use good judgment in deciding what, if anything, should be sent to the Bureau. Frequently, particularly in UFAP and UFAC cases, the only purpose in the submission of a report by the Office of Origin is to obtain fugitive credit and the remainder of the information is of no particular value to the Bureau. This is also true in Unknown Subject ITSMV cases in which all logical investigation has been conducted and the only value of a report to the Bureau is the recording of recovery statistics.

The Bureau is requested to advise whether or not a letter may be used in the place of a report to furnish the necessary statistics to the Bureau where the remainder of the investigation is of no interest to the Bureau.

2 - Bureau
1 - New Orleans
PRA:jam
(3)

REC-95

66-2435-2327

MAY 14 1959

EX-102

TWO

SAC, New Orleans

5-13-59

REC-95

Director, FBI (66-2435) - 2327

EX-102 REPORT WRITING

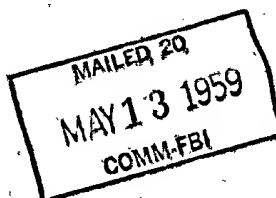
Reurlet 5-8-59.

In jail cases you point out the United States Attorney should request reports as soon as possible. Reports should be furnished to the United States Attorney without delay. The fact that a report has been furnished to the United States Attorney in itself does not require that copies of the report be furnished to the Bureau. The office of origin and auxiliary offices may prepare reports and disseminate them as may be required, and copies need not be submitted to the Bureau until 90 days has elapsed or the case is otherwise completed.

When an investigation is completed or 90 days has elapsed, the Bureau desires a report in sufficient detail as to give the results of the investigation and the circumstances of the case so that the Bureau can answer inquiries concerning the matter without making inquiry of the field offices. The Bureau desires to exercise supervision of investigative matters as in the past, and the Bureau has a definite supervisory interest beyond the reporting of statistics.

HBT:PFV

(5)



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W.C. Sullivan _____
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Holloman _____
Gandy _____

7 MAY 20 1959

MAIL ROOM TELETYPE UNIT

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5/12/59

FROM : Q. Tamm *Q*SUBJECT: REPORT WRITING

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
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Gandy	_____

You will recall that recently the Director approved certain new rules governing the submission of reports to the Bureau in 14 large volume-type classifications. Generally, the new rules state that auxiliary office will submit report or other appropriate communication to the office of origin and not to the Bureau; and that the office of origin will submit all-inclusive report to the Bureau either when case completed (closed or awaiting trial) or when 90 days have passed without case being completed. Of course, where special reason exists, such as major case, case with unusual public interest, or other reason making it obvious Bureau should be advised, these rules do not apply.

At the time above rules were approved, it was recognized that there would be a slight rise in delinquencies and that the reporting of statistics to the Bureau would be delayed. As to the submission of statistics, the delay in submission will have no real effect because over a period of time the rate of submission and the over-all total will be the same as now.

Due to the fact that several offices have inquired about the reporting of statistics, and due to the fact that the changes were made near the end of a fiscal year, the attached SAC letter seems advisable.

RECOMMENDATION:

That attached SAC letter be approved.

EX - 124

Enclosure *sent 5-13-59*

66-2435

LAF:vfb

(2)

7147
60 MAY 19 1959

66-2435-2328
25 MAY 18 1959

6-59
Date 4/30/59

To: Director, FBI
From: (Suggester's name) SA LEON J. MEYER GS-12
Division of Assignment LOS ANGELES

SUGGESTION

Reports
That the practice of prefixing all ~~T~~ symbols in security reports with the office abbreviation of the office preparing the report be discontinued.

MAY 8 1959

EX-110-11200C

Current practice or rule (include manual citation as well as facts) Where T symbols are used in reports, the office submitting a report will prefix all T symbols therein with its office abbreviation. (Manual of Rules and Regulations, Part II, Sect. 4, D, 2, a, b, (11) pg 19)

Advantages of suggestion and annual savings (include basis for estimate)

Since, in security reports, new T symbols are assigned with each report written in an individual case, and since all T symbols are designated by the office preparing the report, it no longer appears necessary to prefix each T symbol with the office abbreviation. In many lengthy reports considerable time can be saved both by the dictating agent and by the transcribing stenographer who often has to type the office abbreviation hundreds of times in a single report, such as an Organizational Report. Although elimination of typing the office prefix would streamline report writing to a certain extent, it is not believed the clerical savings is great enough to compute any savings.

Disadvantages of suggestion

None known.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

SA Leon J. Meyer
Signature and Title of Suggester

Recommendations and comments of Division Head

This recommendation has merit; there appears to be no reason for retaining use of the office prefix, and it is recommended this suggestion be adopted.

D. K. BROWN, Special Agent in Charge

Signature and Title

(Do not write in this space - for Bureau use only)

Letter to Mr Meyer 5/14/59
cc-designated for
emp's pers file

REC-58

66-2435-2329

14 MAY 8 1959

57 MAY 22 1959

EL0:bla

66-4721

Best Copy Available

[redacted] advised that parole reports were being prepared by the Board of Prison Commissioners, particularly those of the South Corrections Det. He was informed that the report was not received in some such case in the Board of Parole was particularly interested, he should be advised in order that a parole report might be prepared.

[redacted] was advised that the report provided that parole reports were being prepared by the Board of Prison Commissioners, particularly those of the South Corrections Det. He was informed that the report was not received in some such case in the Board of Parole was particularly interested, he should be advised in order that a parole report might be prepared.

[redacted] expressed his appreciation for the information and stated that he had no particular case in mind at this time.

No action is required concerning the above which is not out solely for your information and for record purposes.

OJK:132
(8)

NOT RECORDED
184 MAY 18 1959

08 MAY 20 1959

b6
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NOT RECORDED

EX 109

SAC, Indianapolis (66-1206)

5-13-59

REC-53
Director, FBI (66-2435) - 2330

REPORT WRITING

Reurlet 5-7-59 entitled "Communications" in which you refer to the new rules concerning the submission of reports in certain large volume-type classifications and asked whether auxiliary offices should submit reports to the Bureau where statistics are involved.

When the Bureau sent out the new rules to which you referred, it was recognized that there might be a slight rise in delinquencies and that the reporting of statistics might be somewhat delayed. Auxiliary office reports should not be forwarded to Bureau simply because they contain statistical data. However, you should be alert concerning your statistics for this year and be certain that they do not fall below last year's because of a failure to get them in on time.

[Signature]
LAF:mcc:PFV
(4)

MAILED 30

MAY 13 1959

COMM-FBI

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Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holmes _____

52 MAY 22 1959

MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/7/59

FROM : SAC, Indianapolis (66-1206) /

SUBJECT: COMMUNICATIONS

INVESTIGATIVE REPORTS

Reference is made to the recent Manual change set forth in Part II of the Manual of Rules and Regulations, Section 3, Page 29, which instructed that in certain classifications auxiliary offices will not submit reports to the Bureau unless specifically directed to do so and will submit the results of their investigations to the office of origin.

The Bureau is requested to advise whether this rule applies in those instances where an auxiliary office is reporting such matters as car recoveries, convictions, and other statistical accomplishments. Under the new policy it would appear that the reporting of such statistics to the Bureau will be delayed if the auxiliary office furnishes such information to the office of origin. It is suggested that the Bureau might desire to amend the present policy so that auxiliary offices would send their reports to the Bureau where statistics are involved. Bureau advice on this matter is requested.

REC-53

66-2435-2330

23 MAY 19 1959

EX 109

- ② - Bureau
1 - Indianapolis

EJP:mgh
(3)

3 - Stat. Sect. 6221-1B
COM. SECT.

Let IP
5-13-59
2 H F / mch / ph.
cc retained
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/14/59

FROM : SAC, Portland (66-927)

SUBJECT: INVESTIGATIVE
REPORT WRITING

Re Handbook Revision #161 dated 4/17/59, page 32c, indicating that no copies of reports are to be submitted to the Bureau by auxiliary offices in the following classifications:

15, 25 (SSA, 1940 & SSA, 1948 only), 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88 & 93.

Bureau advice is requested as to whether copies of auxiliary office reports should be designated for the Bureau when they contain statistical data, i.e. if a subject is apprehended in one division fugitive credit is taken by the apprehending office. It is my understanding that the information is recorded upon receipt of the report. Not to designate a copy for the Bureau would incur considerable delay in recording statistical data. In other instances, subject may be apprehended in one division as a result of a complaint in another and thereafter plead guilty under Rule 20, here again if the report goes to the Bureau via the office of origin considerable delay may be incurred in recording statistical data.

Bureau advice is also requested as to whether or not copies of Selective Service Act, 1948, Conscientious Objector reports prepared by an auxiliary office should be sent to the Bureau or sent to the Bureau via the office of origin. Copies of these reports presumably are sent to the Bureau in every instance anyway.

18
2 Bureau
1 Portland

JEM:lam
(3)

REC-756,6-2435-2331

24 MAY 21 1959

let 5-20-59
RDB F/pw.

TWO

4/15/59
Investigative Reports -

(D) REPORT WRITING - PAROLE REPORTS - SENTENCES UNDER FEDERAL YOUTH CORRECTIONS ACT -- As you know, Parole Reports are submitted only in those cases where parole is to be considered and hence are not submitted where the sentence is for 180 days or less. Where a subject is sentenced under the Federal Youth Corrections Act, however, which provides for indeterminate sentences under supervision of the Youth Corrections Division of the Board of Parole, Parole Reports should be submitted.

5/12/59

SAC LETTER NO. 59-31

ORIGINAL COPY FILED IN

166-2435-
NOT RECORDED
141 MAY 26 1959

4321
63 MAY 27 1959

481
5/19/59

SAC LETTER NO. 59-32

Investigative Reports -

(C) REPORT WRITING -- Reference FBI Handbook, Part I, 47 A, 9, and 10, and Manual of Rules and Regulations, Part II, Section 4, B 1, i and j, setting forth certain changes in report writing procedures concerning 14 large volume-type cases. Obviously, each office must continue to receive credit for statistics to which it is entitled. Where statistical data has been sent to

an office of origin by an auxiliary office prior to the end of the 90-day period, the office of origin must either (1) include credit for such auxiliary office in the synopsis and details of its all-inclusive report, or (2) in an appropriate case, send the auxiliary office report containing the statistical data to the Bureau as an enclosure at the time it submits its own report (itemized and described on the cover page unless being disseminated outside the FBI). The Bureau expects that there may be a slight rise in delinquencies and that the reporting of statistics may be somewhat delayed. Due to the fact that the changes mentioned above were made near the end of a fiscal year, you should be alert concerning your statistics for this year and be certain that they do not fall below last year's percentages because of a failure to get them in on time.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/30/83 BY SP8 BTJ/BCE
RA

166-2435-
NOT RECORDED
141 MAY 26 1959

391
66 MAY 27 1959

ORIGINAL COPY FILED IN 66-40-2860

SAC, Portland (66-927)

5-20-59

Director, FBI (66-2435) - 2331

REC-75
REPORT WRITING

Reurlet 5-14-59 which concerns Handbook Revision 161,
dated 4-17-59.

Reports of auxiliary offices should not be designated for the Bureau simply by reason of the fact that they contain statistical data. It is realized that there will be some delay in the reporting of statistical data, particularly in the next month or two. However, it is believed that the rate at which statistical data will be received in the future will be similar to the rate at which it was recorded in the past.

Cases carrying the character Selective Service Act, 1948 - Conscientious Objector, should be prepared and forwarded to the Bureau by auxiliary offices as in the past. The only cases in the 25 classification covered by Handbook revision 161 are those carrying the character, Selective Service Act, 1940, or Selective Service Act, 1948.

HBT:PFV

(4)

MAILED 10

MAY 20 1959

COMM-FBI

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Gandy _____

MAIL ROOM ☒ TELETYPE UNIT ☐

67 MAY 26 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
Attn: Training and Inspection Division

DATE: 5/12/59

FROM : SAC, San Francisco (66-1886)

WDB

SUBJECT: REPORT WRITING

Several questions have arisen with regard to the new report writing procedures as set forth in FBI Handbook revision #161, dated 4/17/59, and it would be appreciated if the Bureau would clarify these points:

1. If statistical data is reported by an auxiliary office in copies of its reports directed to the office of origin, is it necessary that the office of origin do any more to call this statistical information to the Bureau's attention than to enclose the appropriate number of copies of the auxiliary office's report for the Bureau with the report submitted by the office of origin? In other words, is it necessary that the office of origin show this statistical data in the synopsis of its report and indicate that it should be credited to the appropriate auxiliary office, or will the Bureau's Statistical Section pick up these statistics from the synopsis of the auxiliary office's report?

2. It is conceivable that in some instances a case in an office of origin would be listed as delinquent under the present Bureau rules with regard to investigative delinquency, in view of the new rule that an office of origin does not submit its report to the Bureau until the case is completed (closed or awaiting trial) or until 90 days have passed without its being completed. Will the Bureau make any special provision to allow the office of origin in such cases to post intra-office memoranda, copies of FD 302s or SF 64s, etc., so that the case will not have to be listed as delinquent on the monthly administrative report?

It would be appreciated if the Bureau would clarify these points for the San Francisco Office.

2 - Bureau
 1 - SF
 TEB:lcm
 (3)

REC- 64

66-2435-2332
23 MAY 21 1959

EX-113

125-2057
 10/1/59

125-2057
 10/1/59

SAC, San Francisco (66-1886)

5-20-59

REC-64 Director, FBI (66-2435) - 2332

66-113 REPORT WRITING

Reurlet 5-12-59 inquiring as to recording of statistical data.

It is not necessary that office of origin record statistical data in the synopsis of its report if it is forwarding copies of auxiliary office reports reporting the statistical data.

With reference to your inquiry concerning the investigative delinquency, it is anticipated that there will be some rise in the percentage of delinquencies in all field offices. The regulations concerning posting have not been changed and you should not post any intraoffice memorandums or status-type communications.

HBF:PFV

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MAILED 10

MAY 20 1959

COMM-FBI

MAY 20 1959

MAIL ROOM ☒ TELETYPE UNIT ☐

1217-59
Date

5/6/59

To: Director, FBI	From: (Suggester's name) SA THEODORE L. GUNDERSON	Division of Assignment ALBUQUERQUE
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SUGGESTION

It is suggested in applicant and security reports that ~~docu-~~mentations of individuals be placed in alphabetical order on the appendix page. It is further suggested ~~T~~ symbols not be used in these documentations but the concealed sources be referred to as "a confidential source." The identity of the source would be set forth in the cover page to the report. When an individual is mentioned in the details of a report, a notation such as "See appendix page for characterization of []" could be used.

Reports

Current practice or rule (include manual citation as well as facts) Documentations of individuals are currently set forth in the details of security and applicant cases immediately following their names. T symbols are used to conceal the (cont)

Advantages of suggestion and annual savings (include basis for estimate)

This suggestion would establish and maintain continuity in the reading of these reports. All information contained in the details would refer specifically to the subject. T symbols are unnecessary in documentations since the confidential sources furnish information concerning an associate of the subject and not the subject. This suggestion would eliminate the use of these T symbols. By eliminating these T symbols, reports would be easier to prepare, particularly long reports. They would be easier to dictate, type, proof-read and correct. The writer is unable to estimate the annual savings.

Disadvantages of suggestion

The writer recognizes no disadvantages to this suggestion.

cc designated for employee's file

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

57 JUN 18 1959

☒ Mr.

☐ Mrs.

☐ Miss

Theodore L. Gunderson, S.A.
Signature and Title of Suggester

Recommendations and comments of Division Head I do not believe that the advantages as noted in this suggestion outweigh the problems involved in instituting the recommended changes throughout the field and in setting up the reports in that fashion. Recommend against this suggestion. *Ex. John H. Williams*
SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

REC-28

66-2435-2333
18 MAY 15 1959

MAY 15 1959

Memo Lammie Talow 6/1/59

FD-252 (Rev. 2-4-57)

Current practice or rule continued:

confidential sources (M of Rules and Regulations, Part II, Section 4,
2b (13)(a), V(b)□)

May 22, 1959

DOMESTIC INTELLIGENCE DIVISION
Suggestion #1217-59

The Domestic Intelligence Division recommends against adoption of the suggestion of SA Gunderson. While we do utilize the method suggested by SA Gunderson in the characterization of organizations, the characterization of such generally is lengthy whereas the characterization of an individual would normally not consist of more than two or three lines in a report.

He indicates that the adoption of this suggestion would eliminate the use of T symbols. This does not appear to be of any advantage inasmuch as the identities of the sources would have to be set forth in the cover pages of the report and further identified with the specific individual concerning whom he furnished information.

TDR/pmt
(2)

pmt
JAB
YPR
Amstr

1216-59
Date

5/6/59

To: Director, FBI	From: (Suggester's name) SA THEODORE L. GUNDERSON	Division of Assignment ALBUQUERQUE
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SUGGESTION

It is suggested the FBI Laboratory report form be revised and after completion of requested examination, ten copies of this report be submitted to the Field Division so it can be inserted directly into investigative reports. If more than ten copies are needed, the Field Division would then reproduce the report.

Current practice or rule (include manual citation as well as facts) Pertinent information from FBI Laboratory reports are reproduced by the Field Division "verbatim" for inclusion in investigative reports (Manual of Rules and Regulations, Sec. 4.2b(9)(b))

Advantages of suggestion and annual savings (include basis for estimate)

This suggestion would eliminate reproducing Laboratory reports by the Field Division. It would eliminate a large volume of unnecessary typing by Bureau stenographers.

The writer is unable to estimate the annual savings.

~~EXP. PROC.~~
MAY 15 1959

Disadvantages of suggestion

The writer recognizes no disadvantages to this suggestion.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

Theodore L. Gunderson, SA.
Signature and Title of Suggester

Recommendations and comments of Division Head

See next page for recommendation.

John H. Williams
SPECIAL AGENT IN CHARGE.

(Do not write in this space for Bureau use only)

11A 12
Let to empl 5-8-59
30 cc-designated for
50 JUN 10 1959 file

REC-69

66-2435-2334

18 MAY 15 1959
3 26

RECOMMENDATIONS AND COMMENTS OF DIVISION HEAD

Such reporting procedure as suggested falls into the same category as the present use of FD 302's and SF 64's. Since the report must be prepared in the Laboratory anyway, its preparation for reporting and inclusion of additional copies suitable for inclusion in a report would create no additional work for Bureau personnel and would save much field stenographic transcription time. It would also promote uniformity by having these inserts supplied in final form by the employees doing the work and by the employees who probably would testify in court. Although the suggestion involves revision of the form on which the Laboratory report is submitted, it has definite advantages. Recommend its adoption.

SAC, JOHN H. WILLIAMS

Date 4/29/59

To: Director, FBI

From: (Suggester's name)

Division of Assignment
HOUSTON

b6
b7C

SUGGESTION

It is recommended that information relating to the fact that a subject is ARMED AND DANGEROUS or HAS SUICIDAL TENDENCIES, with basis of such statement, be placed as the first item on the cover page of all reports in lieu of placing this statement in the synopsis of the first and all subsequent reports. It is recommended that the warning statement be placed prior to listing the references on the cover page. It is further suggested that by placing the warning statement as the first item on the cover page, it would be possible to eliminate the placing of this statement in the synopsis. The warning statement appears to be of no value to persons to whom the report is disseminated outside the Bureau such as the U. S. Attorney, etc.

Current practice or rule (include manual citation as well as facts)

Manual of Rules and Regulations, Part II, Section 4, Page 15, advises that information indicating subject is ARMED AND DANGEROUS or (cont'd)

Advantages of suggestion and annual savings (include basis for estimate)

The advantage of placing warning statements as the first item prior to references on the cover page would save a great amount of time from a supervisory standpoint, as well as from the agent's review of the file. The cover page is now part of the report, being one serial, and by the adoption of this suggestion it would eliminate supervisory time in reviewing the file in an effort to locate the synopsis page to determine if an individual was armed and dangerous, or etc, inasmuch as the warning statement would be clearly visible on the first page of the report. It is estimated that this would save approximately 15 to 30 minutes per day per supervisor.

b6
b7C

Disadvantages of suggestion

None

REC-29

66-2435-2335
18 MAY 4 1959
3 26

(The use by the United States of my suggestion shall not form the assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ M.

Signature and Title of Suggester

Recommendations and comments of Division Head I concur wholeheartedly with the suggestion and sincerely feel that over a period of a year on a nation-wide basis the adoption of this suggestion would amount to a considerable saving in (cont'd)

(Do not write in this space - for Bureau use only)

ack 6/8/59 - et
T + I
3 JUN 4 1959
Bureau
1 - Houston
cc designated for
Mr. J. Dean 5-01-59A & B, Mr.

FCF:mec

1 - empl's pers file
1 - retained T + I Det.

Current Practice (cont'd)

HAS SUICIDAL TENDENCIES, with basis for such conclusion, should be included in the synopsis of the first report, setting forth this information in the synopsis of all subsequent reports as long as these facts exist.

Recommendations (cont'd)

supervisory time now necessary to review files, particularly those with lengthy cover pages, to determine if this warning statement is necessary.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5/21/59

FROM : Q. Tamm *Q. Tamm*SUBJECT: SUGGESTION #1179-59
SUBMITTED BY SA [REDACTED]
HOUSTON DIVISION

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

b6
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SUGGESTION: That the caution statement indicating that a subject is armed and dangerous or has suicidal tendencies, with the basis for such statement, be placed as the first item on the cover page of all *5028* *Hedrick* reports in lieu of present requirement that this statement, where applicable, appear in the synopsis of the first report setting forth this information and in the synopses of all subsequent reports as long as these facts exist.

ADVANTAGES STATED: SA [REDACTED] wants to place this caution statement immediate above the listing of references on the first page of the cover pages of a report and feels that doing so will save supervisory time now used in reviewing the file to determine that the use of the caution statement is justified; all information relating to it would be readily available in the cover page of the report.

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PREVIOUS CONSIDERATION: During the past four years we have received numerous suggestions with regard to the caution statement. Some have recommended discontinuing use of the statement on the grounds that all subjects about to be arrested should be regarded as dangerous; others have recommended use of an abbreviation for the statement, such as "A & D." Still others have proposed placing the statement on the cover pages of the report rather than in the synopsis and at least one employee wants it to show in both locations. The current suggestion is one of those proposing that the statement appear only on the cover page of a report.

While it is true that investigative leads are set out on the cover pages to our reports, and therefore it would appear that this location would be a logical one for showing the caution statement, we do not feel that this actually is the most effective location for the statement for the reason that leads for different divisions are set out in alphabetical order by office and the leads for a particular office might be on page two or three of the cover pages. To place the caution statement at the beginning of the cover pages would give no assurance that an Agent checking his

1 - Personnel file of [REDACTED] (sent separately)

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MAY 26 19592 - *Handwritten initials*

Memorandum for Mr. Tolson
Re: Suggestion #1179-59

leads on page two or three would ever see the statement since he certainly would seldom read the leads for other offices as well as all other data in the cover pages. This takes us right back to the conclusion that the most effective and logical place for the caution statement is in the synopsis. We have become accustomed to see it at this location and we have been given no substantial reason to justify changing it. Agents almost universally read the synopsis of a report and in doing so they will see the caution statement if applicable to that case.

RECOMMENDATION:

That this suggestion not be adopted. If approved, no further action is necessary as SA was previously thanked by letter for submitting his idea.

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JH *Rem* *✓ Kerec 5/22*

Office Memorandum • UNITED STATES GOVERNMENT

TO :

Director, FBI

DATE: May 21, 1959

FROM :

SAC, Birmingham (67-2215)

SUBJECT:

WRITING
REPORTING PROCEDURES

In reviewing the recent report procedure changes, as set forth in Manual of Rules and Regulations Part II, Section 4, beginning at page 7, SA [redacted], of the Birmingham Division, made the following suggestion:

In 15, 25, 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, 88, and 93 classifications only the cover pages and the first page (FD-204), on which the synopsis and disseminating material is put, be submitted to the Bureau. It was Agent [redacted] comment that:

- (1) All sensitive material, such as informant information, confidential information for the benefit of the Bureau only, and leads appear in the cover pages.
- (2) The FD-204 contains the synopsis, which is a clear, concise summary of the details of the investigation and supplies the Bureau with sufficient information to acquaint them with the progress of the investigation. Such information includes identity of subjects, facts developed, filing of the complaints, bond, apprehension of subjects, and any statistical accomplishments.

It was [redacted] observation that if this procedure is adopted, it might be pertinent to issue instruction that a more complete synopsis and in greater detail be prepared in order that there might not be essential information not given the Bureau.

It was his thought that if the Bureau decided to call for a complete copy of the report, such could be sent to the Bureau from the copies retained by the reporting office. It is not believed necessary for the reporting office to keep an extra copy in case the Bureau desired one inasmuch as there probably would be very infrequent requests of this type. The

REC-70

3-Bureau
2-Birmingham

1 - 67-[redacted]
1 - 66-1249

CMK:rlg

(5)

EX-109

66-2435-2337

17 MAY 25 1959

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BH 67-2215

infrequency of the request would not warrant the retention by the reporting office of an additional copy just to fill this possible request.

Agent [] also observed that FD-302's, SF-64's, and the regular details of an investigative report contain voluminous information which does not add materially to a well-written synopsis except insofar as is necessary to substantiate the material in the synopsis. He observed that in making this type of a brief report it is placing the burden of supervision on the field and field supervisors, and although the Bureau would not have the benefit of the full report, the field office would still be responsible for the text of the full report.

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Agent [] felt that full reports should still be rendered in the remaining classifications without exception.

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The following were set forth by [] as advantages to this system:

- (1) Lessens weight and volume of mail received at the Bureau.
- (2) Less need for handling, sorting, and routing of mail.
- (3) Need for less supervision at the Bureau level and a resultant tightening of supervision on the field level.
- (4) Does away with a duplicate reading of reports, first by the field supervisors and thereafter by reviewers and supervisors at the Seat of Government.
- (5) Puts responsibility directly on the field to assure the synopsis is accurate, is a chronological summary of the case, and includes all aspects.
- (6) Saves hundreds and perhaps thousands of square feet of expensive filing space by cutting down on the bulk without interfering with centralized Bureau control and supervision.

BH 67-2215

Disadvantages:

- (1) Bureau would not have descriptive data on subjects. The FBI number or date of birth could be included in the synopsis, and this would suffice for file correlation and indexing at Bureau.
- (2) No reports at Bureau for dissemination. This rarely ever is done in classifications above listed, except 47, 52, and 70 cases, and cover page shows field dissemination when another Government agency has interest, as CID, Provost Marshal, ONI, OSI, etc.
- (3) Greater responsibility on field, but leaves over-all supervision to SOG.
- (4) No full report available if Department wants or calls for one; however, full report can be secured from field in 12 hours or less.

COMMENTS OF SAC:

I do not recommend that the above outlined procedure be instituted by the Bureau. It is admitted that this procedure would save considerable bulk, would eliminate the necessity to send sizeable reports to the Bureau, and, therefore, be a space saver.

It is felt, however, that this would be at the expense of sacrifice of:

- (1) Supervisory control and guidance from the Seat of Government.
- (2) The Bureau would not be able to follow the progress of investigations in their entirety and investigations might well be progressing in the wrong manner without the Bureau knowing of this fact.

SAC, Birmingham (67-2215; 66-1249)

5/28/59

7 EX 109
REC-70
Director, FBI (66-2435) - 2337

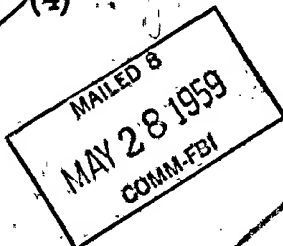
REPORTING PROCEDURES

Reurlet May 21, 1959, setting forth the suggestion of SA [redacted]
[redacted] that in certain given classifications of cases the Bureau be
provided only with cover pages and a synopsis set up on FD-204.

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Suggestions of similar character have been previously considered but have not been adopted for the reasons given by you. The Bureau desires to exercise supervision of investigative matters and desires to receive reports from the field in sufficient detail to permit evaluation of the character of the investigation conducted and to permit the Seat of Government to respond to inquiries in the case without making inquiries of the field.

HBF:jsn
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JUN 4 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 5/26/59

FROM : SAC, Miami (66-1521)

ATTENTION: TRAINING AND
INSPECTION DIVISION

SUBJECT: REPORTING PROCEDURES.

REPORTS

[redacted] United States Attorney, Southern District of Florida, at Miami, has dropped me a short note asking to get together on our present system of reporting and the use by his office of our reports in their indexing and filing procedures.

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Due to my absence from the city, on the first of [redacted] being available for discussion he was contacted by ASAC [redacted]

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[redacted] was recently transferred as Assistant United States Attorney from Jacksonville to Miami where he was made [redacted] He is, in effect, the [redacted] to Mr. JAMES L. GUILMARTIN, the United States Attorney. He said that from his own experience with our reporting procedures, he had become accustomed to the previous report form in the matter of case titles and the changing of titles and listing of aliases. He said he has always had all aliases indexed, principally because there is frequently correspondence from another United States Attorney or a private individual or company which refers to the subject of one of our cases by an alias, possibly because the author of the communication does not have the true or full name. He stated that under the current reporting system we carry titles frequently in one name only, even though a reading of the report indicates either aliases or the use of aliases. He also stated that where a title is changed, the word "changed" is no longer on the document his office receives, and his office does not always catch the addition of an alias. He said the use of "aka" following the name of subject in a

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② - Bureau
1 - Miami

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REC-132

66-2435-2338

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1cc [redacted]
T & Div. [redacted]

[redacted]

MM 66-1521

title flags his clerk to the use by the subject of aliases, or the fact subject is known by other names, and she then checks details of the report, but this is not air-tight in that "aka" does not always appear on his communication, and also, it requires his clerk to review a report in detail merely for the obtaining of aliases.

There was explained to [] in the presence of his indexing clerk, the procedure for noting from the synopses of reports the identity of previous communications where titles are changed from unknown to known subjects, to add one or more subjects; or, if the name of the subject is changed legally, to show his or her present name. He was advised that if the change is merely to add aliases and there was indexing that would be of interest or use to the United States Attorney's Office in any special cases we would naturally advise them, but these were not now automatically indicated in copies of reports designated for his office.

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[] said he is quite certain his detailed indexing is followed by other United States Attorneys and said if it is not, then they must certainly encounter periodic difficulties in identifying communications, as above indicated.

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[] said he had over the years become accustomed to what we may have felt were administrative procedures of our own, but they were certainly most useful to his office.

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The Bureau may wish to determine whether [] [] comments are applicable in other judicial districts, and the above data are furnished to show the detailed extent to which titles in our reports designated for the United States Attorneys are, in at least this instance, used. [] [] was most affable and courteous and said while he did not wish to intrude upon administrative procedures of this Bureau, he did want to make known the above circumstances for the Bureau's consideration.

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6/8/59

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TO: SAC, ALBANY
FROM: DIRECTOR, FBI

FUGITIVE ACCOMPLISHMENTS

INVESTIGATIVE REPORTS

Reference is made to SAC Letter 59-32 (C) dated 5/19/59 captioned Report Writing regarding the new report writing procedures.

This SAC Letter made it clear that there should be no delay on the part of the office of origin in submitting reports from auxiliary offices containing statistical data.

Several auxiliary offices have expressed concern that they will not be able to exceed the previous years fugitive accomplishments because of delays on the part of the offices of origin in submitting statistical data. All offices are instructed that reports containing statistical data must be submitted by the office of origin to the Bureau without undue delay in order that these statistics may be recorded during the current fiscal year.

The Bureau will not tolerate any delay in this regard.

cc - All Offices

REC-53 63-2435-2339
JUN 9 1959

NOTE: This airtel deemed advisable in order to insure that all statistical data is reported in time for recording this fiscal year. Indications have been received of delays in submission of this data under new report writing system.

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SAC, Miami (66-1521)

6/4/59

Director, FBI (66-2435) —

2338

REC-152 REPORTING PROCEDURES

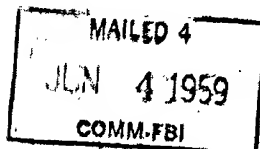
Reurlet 5/26/59 advising that [redacted]
[redacted] United States Attorney, had
inquired as to the titles presently appearing on
investigative reports.

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The title rules utilized by the Bureau on the cover pages, form FD-263, are designed to take care of the Bureau's indexing needs and certain administrative and supervisory needs. It is believed unnecessary that these titles be repeated in investigative reports having in mind from the Bureau's standpoint there is unnecessary expenditure of stenographic time. When investigative reports are disseminated, it is believed that name of the subject should suffice so long as there is an appropriate reference to a title change in the synopsis. No other agency or United States Attorney's Office has made any inquiry as to the change. If [redacted] can give specific examples of difficulties encountered by the office of the United States Attorney by reason of the Bureau's title rules, please advise so that further consideration can be given to rules applicable to title of investigative reports.

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JUN 10 1959

MAIL ROOM ☐

TELETYPE UNIT ☐

DATE: May 21, 1959

TO : DIRECTOR, FBI
FROM : SAC, SAN FRANCISCO (66-1748)
SUBJECT: STREAMLINING COMMITTEE - SAN FRANCISCO

ATTN: TRAINING & INSPECTION
DIVISION

The following suggestions relating to report writing procedures were considered at the May 19, 1959, meeting of the Streamlining Committee in the San Francisco Office and were recommended for submission to the Bureau. My comments follow each of the two suggestions:

1) In reference to Handbook Change No. 161, dated April 17, 1959, it has been suggested by SA [redacted] that inasmuch as the Bureau will not, normally, receive copies of reports in the classifications affected by this change until 90 days have elapsed, it would be of great value to the auxiliary offices as well as at the Seat of Government, if the Bureau file number were available to the auxiliary offices when submitting communications to the office of origin or to the Bureau. It is, therefore, suggested that when the Bureau file number is available either at the outset of the investigation, as in deserter cases, for example, or later on in the course of the investigation, that it be shown as follows: (a) In letters, it would be placed directly under the caption showing the office of origin, (b) In reports going to the office of origin, but not to the Bureau, it would be shown as the first item in the reference on Form FD-263, cover page, and (c) In reports going to the Bureau, it would, of course, appear after the designation of copies for the Bureau.

I believe that this procedure would be of great benefit, particularly to auxiliary offices, e.g., a lead from the office of origin to auxiliary office No. 1, which produces a lead in auxiliary office No. 2, which produces a lead in auxiliary office No. 3, where subject is apprehended. If auxiliary office No. 3 has the Bureau file number it would be included on the communication to the Bureau advising of the apprehension while the office of origin file number, if known, would be on the copy of this communication to the office of origin. I, therefore, recommend that it be considered for adoption.

CCs:

- 3 - Bureau
1 - Bureau (Attn: Administrative Division)
1 - Bureau (Attn: Crime Records Division)
1 - Bureau (Attn: Investigative Division)
1 - San Francisco (66-1748)
1 - San Francisco (66-57)
1 - San Francisco (66-1886)

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REC-53

12 MAY 29 1959

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EXP. PROC.

66-348

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PER. FILES

STREAMLINING COMMITTEE - SAN FRANCISCO

#1244-59 - ack. 6-2-59 *na* *df-14*
2) Special Agent Supervisor [redacted] has submitted the following suggestion which he believes will greatly enhance the usefulness of report form FD-263 and will save considerable time at the Bureau:

Under the present system of report writing the names of fugitive subjects appear in the title of a case only on the cover page (form FD-263) followed by the word "fugitive." While their names also appear in the title of the report (form FD-204), their fugitive status does not appear in the title of the report and can be determined only by reference to the title of the cover page. Thus, when the synopsis of a report reflects the apprehension of a subject (or subjects), it is necessary to refer back to the cover page to determine whether or not the subject (or subjects) is (are) being carried as "fugitives."

In order to facilitate the recording of statistical information at the Bureau, it is suggested that all statistical information be set forth on the cover pages of reports in the following manner:

Fugitives located:	4
Convictions:	3
Fines (total):	\$5,000
Savings:	-----
Recoveries:	-----
Stops Placed:	-----

To go a step further, the above data could be pre-printed on the cover page (form FD-263) when this form is next revised, thus saving stenographic time of typing it in each time a report reflecting statistical data is prepared. It would then clearly stand out in its printed form, making it more directly discernible to clerical personnel recording statistical data at the Bureau, thereby preventing the possibility of missing important statistical information.

This suggestion would save clerical time at the Bureau in that it would not be necessary for clerical personnel in the Statistical Section to read the synopses of reports and at the same time to refer back to the cover page in the case of subjects located to determine whether fugitive credit should be recorded.

STREAMLINING COMMITTEE - SAN FRANCISCO

Inasmuch as statistical data is of an administrative nature, this suggestion would also serve the dual purpose of eliminating additional administrative data from reports if such information is set out on cover pages, where other administrative data already appears.

During the consideration of this suggestion by the Streamlining Committee, it was further observed that it would be of added value to have the entry "Stops Placed: -----" also appear under the pre-printed statistical data as this would be a flag to the supervisor and save considerable time in reviewing the file to determine if stops had been placed in a particular investigation and would aid in insuring that they had been removed.

In my estimation this suggestion has great merit; however, its nature indicates that its true value can only be determined at the Seat of Government.

1268-59
Date

May 28, 1959

To: Director, FBI

From: (Suggester's name)

SAA

Division of Assignment

Chicago

b6
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SUGGESTION

~~FORM~~

It is suggested that any report, not involving a FD302, SF64 or letterhead memo, the details of which can be typed on the lower half of the 204, should not be synopsisized. In such cases type after the printed word Synopsis - none.

Reports

Current practice or rule (include manual citation as well as facts)

Synopsis for all reports. Rules and Regs., Part II -
Section 4, No. 6

Advantages of suggestion and annual savings (include basis for estimate)

Streamlines report and eliminates duplicate typing in short reports.

No estimate as to annual savings.

Disadvantages of suggestion

None Foreseen

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)



Signature and Title of Suggester

Recommendations and comments of Division Head

Recommend against adoption. This suggestion, if adopted, would make another exception to report writing rules. Also, it is possible to report quite a bit of information on 1st page, particularly if synopsis were eliminated. This would require all

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REC-10

66-2435-2341

23 JUN 4 1959

EX-136

57 JUN 18 1959

Recommendation Continued

information to be read by Agent and supervisory personnel when reviewing file, rather than brief synopsis thereof. It is not believed there are sufficient number of occasions in which this suggestion would apply that would warrant this change.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/1/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #1217-59
 SUBMITTED BY SA THEODORE L. GUNDERSON
 ALBUQUERQUE OFFICE

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SUGGESTION: In applicant and security-type reports, suggested that characterization of individuals not be set forth in details of report but be attached to report as an appendix. Further suggested that T symbols not be used, but that sources of information be referred to as "confidential sources."

PRESENT PROCEDURE: Characterization of an individual is set forth in details of reports. Characterization of organizations and publications are set forth as an appendix to the report.

ADVANTAGES STATED: Save time in preparing report by eliminating necessity of showing T symbols. SA Gunderson also feels the suggestion would establish continuity in reading reports.

OBSERVATIONS: SAC, J. H. Williams, Albuquerque, recommends favorably.

Domestic Intelligence and Training and Inspection Divisions recommend unfavorably. Characterization of individuals would normally not consist of more than 2 or 3 lines in a report. Characterization of organizations and publications are much more lengthy and offices are permitted to type this information on stencil and run off supply of copies for use whenever needed. A copy of the characterization is attached to the report as an appendix when the organization or publication is mentioned in the report. To adopt this procedure to apply to individuals would tend to detract from the reading and digesting of the report if the reader was constantly referred to the appendix section for information.

Further, Gunderson's idea of eliminating use of T symbols does not appear to be of any advantage as the identities of the sources of information would have to be set forth in the cover pages of the report and further identified with the specific individual concerning whom he furnished information.

RECOMMENDATION: That suggestion not be adopted. No further action necessary as SA Gunderson has been thanked for his suggestion.

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1 - Personnel file of SA Theodore L. Gunderson (sent separately)

67 JUN 15 1959

66-2435-

Date

5/29/59

To:

Director, FBI

From: (Suggester's name)

SA ROBERT P. GEMBERLING 7/1-12

Division of Assignment

DALLAS

SUGGESTION

It is suggested that two copies of initial closing reports in Civil Rights cases be required for reporting office. It is estimated that in approximately 80% to 90% of such reports reflecting facts of initial complaint only, additional investigation is subsequently requested.

Reports

Current practice or rule (include manual citation as well as facts)

Part II, Sec. 4, Page 11, Manual of Rules & Regulations, requires one copy of an RUC or Closing report be made by reporting office.

Advantages of suggestion and annual savings (include basis for estimate)

Two copies of initial report in Civil Rights cases for the reporting office would make it possible to route one copy to Agent to whom case assigned, upon receipt of request for additional investigation, and still provide one copy in file for use of supervisor and office. This would especially be of assistance where Agent handling case is in a Resident Agency. The availability of an extra file copy where one copy is charged out to a Resident Agent would preclude necessity for a long distance telephone call to Resident Agent on rare occasions to ascertain information which is contained in the only copy of the report. Where two or more are prepared by reporting office under present rules, explanatory paragraph under "Administrative" is required on Cover Page, and this would be eliminated.

Disadvantages of suggestion

None, except cost of paper to make an extra copy, and initial closing reports in Civil Rights cases are usually brief since they contain only the facts of the initial complaint.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)



Mr.



Mrs.



Miss

Robert P. Gemberling, SA.

Signature and Title of Suggester

Recommendations and comments of Division Head

(See attached sheet)

empl's rel

REC-44

66-2435-2343

CURTIS O. LYNUM, Special Agent in Charge

(Signature and Title)

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ack 6-4-59 a 22:10
Ref'd to Investigator Div. 6-25-59

57 JUL 2 1959

JUN 2 1959

FD-252 (Rev. 2-4-57)

(Continued)

Recommendations and comments of Division Head:

This suggestion has merit, at least for the Dallas Office, since the majority of our civil rights investigations are in East Texas, which is covered by the Tyler and Texarkana Resident Agencies. Further, with the usual time lag by mail, it is costly to telephone details out to the Resident Agency handling the case. Also, if the subsequent investigation becomes involved and several agents are needed to conduct subsequent investigation, the extra copy would be very valuable. It is therefore recommended that the suggestion be adopted.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
Attn: Training and Inspection Division

DATE: 6/10/59

FROM : SAC, San Francisco (66-1886)

SUBJECT: *WWS*
REPORT WRITING

I A question has come up in this office with regard to convictions being reported by auxiliary offices. Under the present new report writing system, when an auxiliary office reports a conviction it must send the Bureau's copies of the parole report, as well as the Bureau's copy of the disposition sheet or probation flash notice, to the office of origin. Thereafter, when the office of origin submits its report, it must send the Bureau, as enclosures to its report, the Bureau's copies of the auxiliary office's report, as well as the Bureau's copies of the parole report and disposition sheet or probation flash notice.

Inasmuch as there is a time lapse between the preparation of the report by the auxiliary office reflecting the conviction and the date on which the report will be submitted by the office of origin, this necessarily means that there will be a delay in the Bureau receiving its copies of the parole report and the disposition sheet or probation flash notice. It is conceivable that such a delay in the Bureau receiving the parole report could delay its transmittal to the Bureau of Prisons and might cause criticism of the Bureau for that reason.

In view of this, it is suggested that the Bureau consider making an exception to its new report writing rules so that auxiliary offices reporting convictions could send the Bureau's copies of its report directly to the Bureau, together with the Bureau's copies of the parole report and disposition sheet or probation flash notice. *W*

It would be appreciated if the Bureau would advise this office its thoughts on this matter.

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REC-93

66-2435-2344
JUN 18 1959

*Let SF
re: Report Writing
394/mcm*

Francisco

SAC, San Francisco (66-1886)

6/16/59

REC- 93

Director, FBI (66-2435)

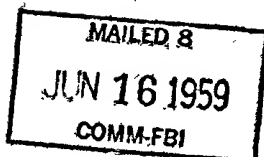
2344

REPORT WRITING

Reurlet 6/10/59 about the possible embarrassment to the Bureau which you feel might occur through a delay in sending parole reports to the Bureau of Prisons, the delay being caused by the sending of parole reports by auxiliary offices to the offices of origin instead of directly to the Bureau during the first 90 days in certain large-volume-type cases.

Your observation is appreciated and the Bureau is considering your suggestion. It is believed that there will be very few instances in which a parole report would be submitted within 90 days after case is opened; thereafter, of course, auxiliary offices would submit report directly to the Bureau.

Bureau requests that you advise by return mail of any case you may know about in which such a thing has happened or could have happened. Your letter should be sent to the attention of the Training and Inspection Division.



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50 JUN 22 1959

MAIL ROOM ☐ TELETYPE UNIT ☐

June 18, 1959

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[redacted]
Acting Assistant Attorney General
Director, FBI

INVESTIGATIVE REPORTS

My letter of March 20, 1959, to [redacted] answered his request of March 11, 1959, for all information available to this Bureau on the basic authority for both withholding and disseminating information.

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[redacted], of your office, now advises that he is unable to find a copy of the letter to me from Attorney General Tom C. Clark, dated December 5, 1947, or a copy of the Delimitations Agreement made between this Bureau, the Navy, the Army, and the Air Force and dated February 23, 1949. Accordingly, we are submitting to you as attachments to this letter one copy of each of those two documents.

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REC-23

66-2435-2345

Enclosures (2)

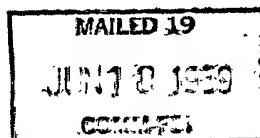
EX-132

23 JUN 19 1959

DJD:sjw/
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Based on memo Q. Tamm to Mr. Tolson dated 6/17/59, re: "Investigative Reports," DJD:sjw

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RECEIVED - TOLSON

JUN 18 1959

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TELETYPE UNIT

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/17/59

FROM : Q. Tamm

SUBJECT: INVESTIGATIVE REPORTS

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Gandy _____

The Director's memorandum of 3/20/59 to [redacted]

[redacted] Office of Legal Counsel, answered [redacted] written request of 3/11/59 concerning the various sources of authority on which this Bureau bases its withholding of confidential information and its dissemination of information when that action is taken. Although [redacted] request did not say so, it appeared that the Department may be writing a new version of Departmental Order 3229 on maintaining the confidential nature of files.

Two of the sources of authority cited to [redacted] in the Director's reply were the Delimitations Agreement and a letter of 12/5/47 from Attorney General Tom Clark in which the latter fully approved the Bureau's practice of disseminating to interested agencies such information pertinent to those agencies as the Bureau receives during investigation made within its own sphere of activity. [redacted] Office of Legal Counsel, now advises my office in compiling and reviewing these sources of authority he has been unable to find a copy of either of the two sources mentioned above. Supervisor Dwight J. Dalbey of the Training and Inspection Division advised [redacted] that he would attempt to locate copies in Bureau files.

Attached are copies of each of the two sources mentioned. The copy of Attorney General Clark's letter, and supporting document, was made by Autostat and did not reproduce perfectly because the yellowed paper failed to make a good contrast. This material is entirely legible, however, and we believe that it is adequate for the Department's purposes.

RECOMMENDATION:

That the attached memorandum with the reference enclosures be sent to [redacted] Office of Legal Counsel.

Enclosures (2)

DJD:sjw

57 JUN 29 1959

REC-83

66-2435-2346

6 JUN 22 1959

SAC, San Francisco (93-00)

6/24/59

REC- 92

Director, FBI (66-2435) — 2347

REPORT WRITING

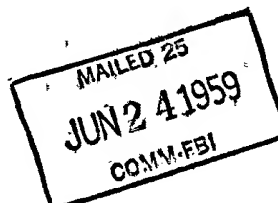
Reurlet 6/12/59.

Your interpretation of the handling of the large-volume-type cases is correct. Your attention is called to Selective Service cases where the manual citations point out that the special rules concerning large-volume-type cases apply to Selective Service Act - 1940 and Selective Service Act - 1948 only; this means, of course, that they do not apply to Conscientious Objector and other Selective Service type cases.

In the second paragraph of referenced letter you mentioned that when the office of origin has prepared reports in large-volume-type cases for the purpose of setting out leads that "...such reports will, of course, be furnished to the Bureau with the initial report to be submitted to the Bureau...as office of origin upon completion of investigation or after ninety days have elapsed without completion." You are reminded that you may summarize in your initial report to the Bureau depending upon circumstances.

27 LAF:mcc
(4)

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____



62 JUN 29 1959

MAIL ROOM ☒ TELETYPE UNIT ☐

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 6/12/59

FROM : SAC, San Francisco (93-00)

SUBJECT: REPORT WRITING

INVESTIGATIVE REPORTS

Re SF let 5/28/59 and Bulet 6/9/59, captioned "ASCERTAINING FINANCIAL ABILITY CASES."

ReBulet advised that our interpretation of current regulations regarding the preparation of reports by the office of origin for the purpose of setting out leads is correct. While relet makes specific mention of Ascertaining Financial Ability cases, it is being assumed that the interpretation alluded to therein is also applicable to other classifications set out on page 2a, Section 4, Part II, of the Manual of Rules and Regulations, to wit: 15, 25, 26, 31, 42, 43, 45, 47, 52, 70, 76, 87, and 88 classifications.

In light of the foregoing, inter-office reports will be prepared when necessary for the purpose of setting out leads for auxiliary offices in all of the classifications mentioned above, UACB. Copies of such reports will, of course, be furnished to the Bureau with the initial report to be submitted to the Bureau by this office as office of origin upon completion of investigation or after ninety days have elapsed without completion.

② Bureau
1 San Francisco

AVT:ER
(3)

REC-92

66-2435-2347
18 JUN 25 1959

let SF
6-24-59
SF file
1cc retained
TWO Bureau

Fennino
TWO

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/23/59

FROM : Q. Tamm *Q. Tamm*SUBJECT: SUGGESTION #1260-59
SUBMITTED BY
SA ROBERT P. GEMBERLING
DALLAS OFFICE

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

*Reports*SUGGESTION: That field offices be required to keep two copies of initial closing reports in Civil Rights cases. *6/11/59*CLAIMED ADVANTAGES: Preclude denuding file when case is reopened.DISADVANTAGE: Preparation and filing of extra copy in all cases whereas extra copy is not needed in many instances.OBSERVATIONS: Investigative Division has no objection to increasing number of copies but observes that this is strictly an administrative matter within the individual office. Investigative Division notes that it is not desirable to require all offices to retain two copies of initial closing reports in Civil Rights cases as suggested since in most instances the two copies would not be needed. *De*

Training and Inspection Division notes that present rules in Manual of Rules and Regulations prescribe the minimum required copies. However, in the light of good judgment, an office can have as many copies as are needed prepared as long as there is an actual need and as long as all copies are accounted for. Training and Inspection is opposed to requiring preparation of two copies in all Civil Rights cases when, in fact, one will suffice most of the time.

RECOMMENDATION: Unfavorable. If approved, no further action is required as suggester was previously thanked.

1 - Personnel file of SA Robert P. Gemberling (sent separately)

NAW:sjw
(3)

REC-47

66-2435-2348

14 JUN 26 1959

60 JUL 6 1959

ENCLOSURE

2-7-59

The Investigative Division has no objection to an increase in the number of copies of a report retained by an office. This would appear to be strictly a matter of administrative handling within the office.

It would seem that the individual office should be permitted under the rules to exercise its judgment where circumstances indicate a need for additional copies. It is not believed desirable to require all offices to retain two copies of initial closing reports in Civil Rights Cases as suggested, however, since in most instances this is unnecessary.

alm
R.2 *WCK*

Filly
ENCLOSURE

66-2435-2348

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/24/59

FROM : Q. Tamm

SUBJECT: SUGGESTION #1244-59
SUBMITTED BY
ANDREW V. TRICHAK
SAN FRANCISCO OFFICESUGGESTION #1287-59
SUBMITTED BY

INVESTIGATIVE DIVISION

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____ b6
W.C. Sullivan	_____ b7C
Tele. Room	_____
Holloman	_____
Gandy	_____

SUGGESTION: (#1244-59) That a rubber stamp be prepared and used in all field offices on the cover sheet of investigative reports to facilitate recording of statistical information at Bureau. Stamp would require indicating such information as: 1. fugitives located; 2. convictions; 3. fines; 4. savings; 5. recoveries; and 6. stops placed.

ADVANTAGES CLAIMED: Eliminate necessity of reviewing reports at Bureau to find statistics.

PRESENT PROCEDURE: Rules now require that all statistical data of type shown above be set out in synopsis of reports. Reports containing statistics are forwarded to Statistical Section where field office is credited with appropriate accomplishments. Employees in Statistical Section review synopsis and record appropriate data. Sometimes it is necessary to go beyond a synopsis for further clarification when some question exists as to accuracy of figures or policy re claiming certain statistics.

SUGGESTION: (#1287-59) While above suggestion was being studied, 1287-59 came in bearing on same point. Suggests that field offices be required to flag for Bureau those items which should be recorded as statistics to expedite proper routing at Bureau and insure keeping of necessary statistics.

OBSERVATIONS: Both ideas have been carefully considered, and it has been concluded that there are disadvantages inherent in that first, experience has shown, according to Statistical Section, that field office figures are sometimes incorrect or incomplete and review of report is necessary to ascertain correct data. Second, data relative to charges on which convictions are obtained are necessary and rubber stamp does not provide for this type of information. Third, data relative to stops is a supervisory aid and the mere existence of a stop such as could be shown in a stamp is not sufficient information for adequate supervision since supervisor must know value of stop, its limitations, et cetera. Fourth, flagging statistics would accomplish little

- 1 - Personnel file of SA Andrew V. Trichak (sent separately)
1 - Personnel file of SA [redacted] (sent separately)

NAW:sjw

(4) 42

62 JUL 1 1959

b6
b7C

2 - 7/1/59

INVESTIGATIVE REPORTS

Memorandum to Mr. Tolson
Re: Suggestion #1244-59
Suggestion #1287-59

Inasmuch as current procedures are clear and workable. Employees now send directly to Statistical Section all reports in which such information appears. Fifth, these suggestions merely add an administrative device which will not solve any problems here at the Bureau and which will make more work for the field.

RECOMMENDATION: That these suggestions not be adopted. If approved, no further action is necessary since both suggesters have previously been thanked.

Keene
6/25

Date

June 12, 1959

To: Director, FBI

From: (Suggester's name)

Division of Assignment

Investigative.

b6
b7C

SUGGESTION

RE: Clarity in reporting statistical accomplishments under new report writing system.

Statistical accomplishments, such as apprehension of fugitives, fines and recoveries, etc., which occur in auxiliary offices under the present system appear only in the auxiliary office report forwarded as an enclosure to the office of origin report. Stats are accordingly buried in the office of origin report and not readily noticeable at the Seat of Government. Suggested that office of origin be responsible to flag in their synopsis any stats effected in auxiliary offices.

Current practice or rule (include manual citation as well as facts)

INVESTIGATIVE REPORTS

Advantages of suggestion and annual savings (include basis for estimate)

Expedites proper routing at the Bureau and insures keeping of proper statistical accomplishments.

REC-70

66-2435-2350

Disadvantages of suggestion

None apparent.

17 JUN 26 1959

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

Signature and Title of Suggester

b6
b7C

Recommendations and comments of Division Head

Unfavorable.

It would seem this is a suggestion that should receive serious consideration. However, it is not believed we should leave to the field the decision as to the recording of statistics. This suggestion would in part do this.

(Do not write in this space - for Bureau use only)

ack. 6-16-59 J.H. [initials]
20 [initials] considering

Memorandum to Mr. Tolson

62 JUL 1 1959

6-24-59 NA W. [initials]

Signature and Title

[Signatures and initials]

#1270-59
Date

June 3, 1959

To:
Director, FBI

From: (Suggester's name)

Division of Assignment
LOUISVILLE

b6
b7C

SUGGESTION

To provide a designated location and form for recording statistical accomplishments of Field Divisions. This may be accomplished by one of the following:

(1) Designate location on FD-263 where statistics should be recorded by reporting office, e.g.:

(a) First item on form,

(b) Last item on form,

(c) First item under Administrative Data
(continued page 1A)

Reports

Current practice or rule (include manual citation as well as facts)

MRR, Part II, Section 4, page 15. Statistics presently recorded in synopsis.

Advantages of suggestion and annual savings (include basis for estimate)

Provide accessible location for recording statistics resulting in saving of time and money. No firm basis for estimating annual savings, however, a few seconds time saved on each piece of mail containing statistics would accrue to a significant annual saving.

Provide a means for keeping Agents "statistics conscious."

61-10594-2351
JUN 6 1959

b6
b7C

Disadvantages of suggestion

None apparent.

EX-113 REC-70
cc-designated for
empl's pers file

61-10594-2351

JUN 26 1959

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

ASAC

Recommendations and comments of Division Head Clerical personnel in order to take statistic from a report must now leaf through several pages to reach the synopsis where the statistic is recorded. To eliminate this I recommend the statistic be recorded on the first page of the FD-263.

(Do not write in this space - for Bureau use only)

ack 6-10-59 u.s.d. it
Ref'd to Admin. Dir 6-9-59

Memorandum to Tele. Room 6/24/59 New York

62 JUL 1 1959

TWO new

- (d) Last item under Administrative Data,
- (e) ~~Other~~ ^{firm} easily accessible location.
- (2) Revise FD-263 to include space for statistics.
- (3) Separate sheet attached to Form 263.

It is not the purpose of this suggestion to establish exactly where statistics should be listed, but to suggest that a specific location be provided. The above are merely possibilities and considering the problem from all standpoints may not include the proper location. However, since statistics are such an important part of our overall operation, it is believed they should be recorded in some designated spot which will be readily accessible, concisely stated and become as well known as any item on the form, such as the office of origin, reporting Agent's name, etc.

It is, of course, not intended that this suggestion alter in any way existing instructions concerning inclusion of statistics in the synopsis of reports. It is designed to supplement such listing and make the statistics more readily available. As presently carried in the synopsis, statistics are sometimes difficult to scan quickly and obtain the desired information. In some instances interpretation is required to determine that a statistic exists.

Whether or not space is provided on FD-263, it is suggested headings be used as are presently used on Bureau statistics form as follows:

<u>Field</u>		<u>Fines, Savings</u>		<u>Autos</u>
<u>Division</u>	<u>Convictions</u>	<u>and Recoveries</u>	<u>Fugitives</u>	<u>Recovered</u>

It is suggested this listing also be used in communications other than reports which record statistics and which are forwarded by auxiliary offices to the office of origin.

The possibility of recording all statistical information by the office of origin is also being pointed

out. The above system could be adapted so that the office of origin would record the statistics of all auxiliary offices as well as its own in the office of origin report. This information would, of course, be taken from auxiliary office reports or letters which had recorded, in the same manner as above, the statistics of the auxiliary office. Controls would have to be adopted in this instance so that statistics would not be recorded both from office of origin report and from auxiliary reports.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: June 24, 1959

FROM : Q. Tamm *Q. Tamm*

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____ b6
Trotter	_____ b7C
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUBJECT: SUGGESTION #1270-59
 SUBMITTED BY SA [redacted] *6*
 LOUISVILLE OFFICE

*Reports**Gifford*

SUGGESTION: That the Bureau designate a specific location and form on cover sheet of a report for recording statistical accomplishments of field divisions.

CLAIMED ADVANTAGES: Provide accessible location for recording statistics, resulting in saving of time and money and provide means for keeping agents "statistics conscious."

OBSERVATIONS: Suggester states purpose of suggestion is not to specify exactly where statistics should be recorded but to have Bureau select 1 specific place.

Actually, this is now done since the rules require that statistics must be reported in the synopsis of the report. Several previous similar suggestions have been rejected because experience has shown that the most workable system from the Bureau's point of view is to record the statistics in the synopsis. This makes them readily available to everyone interested, including, in some instances, persons outside the Bureau to whom reports are disseminated. The cover sheet on which suggester wants to record statistics is never disseminated. Employees in Bureau's Statistical Section find recording of statistics in synopsis more satisfactory from their point of view.

RECOMMENDATION: Unfavorable. If approved, no further action is necessary as suggester was previously thanked.

Rec'd 6/20

REC-70

66-2435-2352

14 JUN 26

NAW:mbk

(2)

62 JUL 1 1959

2 New

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/24/59

(55) FROM : Q. Tamm

SUBJECT: SUGGESTION #1289-59
SUBMITTED BY SA [REDACTED]
ALBUQUERQUE OFFICE

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____ b6
Tamm	_____ b7C
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUGGESTION: That the office of origin be listed first on reports in those instances where no copy of the report is sent to the Bureau.

PRESENT PROCEDURE: The office of origin is listed alphabetically unless it is the office of origin submitting the report, at which time it is listed last.

ADVANTAGES STATED: The original copy of the report is designated for the office of origin and is the copy of the report which is signed by the submitting office. It would be a big advantage to the field to have the office of origin listed first as the original would then normally be assembled on top of other copies of the report. This would be of assistance to the stenographers in assembling the report and to the desk in signing the report.

OBSERVATIONS: Training and Inspection Division has given careful consideration to this suggestion and agrees that it should be adopted. It provides automatically for the office of origin to get the original of reports in cases where the Bureau does not receive copies and the procedure is simple and feasible.

RECOMMENDATIONS: 1. That suggestion be adopted.

2. That this memorandum constitute authority to Training and Inspection Division to make appropriate revisions to the Field Stenographer's Manual.

3. That enclosed letter to suggester advising of adoption of his suggestion be sent.

Enclosure

WAW:vfb

1 - Personnel file of SA [REDACTED] (sent separately)

7-66-18975

UNRECORDED COPY FILED IN 66-18975-

REC-62 66-2435-2353

11 JUL 1 1959

1 auto copy
7-2-59

2 Jul

b6
b7C

1289-59
6/11/59

To: Director, FBI

From: (Suggester's name)
SA [redacted] 11-17

Division of Assignment
ALBUQUERQUE

b6
b7C

SUGGESTION

That the office of origin be listed first on reports in those instances where no copy of the report is sent to the Bureau.

Investigative Reports

Current practice or rule (include manual citation as well as facts) The office of origin is listed alphabetically unless it is the office of origin submitting the report, at which time it is listed last.

Advantages of suggestion and annual savings (include basis for estimate) The original copy of the report is designated for the office of origin and the copy of the report which is signed by the submitting office. It would be a big advantage to the field to have the office of origin listed first as the original would then normally be assembled on top of other copies of the report. This would be of assistance to the stenographers in assembling the report and to the desk in signing the report.

Disadvantages of suggestion

None co-designated for
employee's report

~~EXP. PROC.~~

JUN 15 1959

(The use by the United States of my suggestion shall not form the basis for assigns upon the United States)

☒ Mr. ☐ Mrs. ☐ Miss

Recommendations and comments of Division Head: The above suggestion appears to be an excellent one and would be of material aid to the field and particularly the office of origin in the case. It is recommended that it be adopted.

John H. Williams
SPECIAL AGENT IN CHARGE

(Do not write in this space - for Bureau use only)

ack. 6-17-59 [initials]

24 Div. considering
Memo & Bureau to [initials]

6-24-59

Let to [initials] 6-24-59 [initials]

1 auto [initials]
7-2-59

REC-62 66-2435-2354

JUN 15 1959

2-1

UNRECORDED COPY FILED IN 66-18975-

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI (66-2435)

DATE: 6/22/59

Attn: Training and Inspection Division

FROM : SAC, San Francisco (66-1886)

W INVESTIGATIVE REPORTS*aj* SUBJECT: REPORT WRITING

ReBulet 6/16/59.

This office is not aware of any cases wherein necessity has arisen for a parole report to be submitted by an auxiliary office within 90 days after case was opened.

San Francisco letter to Bureau of 6/10/59, was written solely for the purpose of bringing to the attention of the Bureau the possibility that a delay could result under the Bureau's new report writing system in transmitting parole reports to the Bureau of Prisons. It is realized by this office that such a situation could arise only on a very infrequent basis. It should be recognized, however, that such a danger does exist. San Francisco letter of 6/10/59, was written solely for the purpose of pointing out the possibility to the Bureau in order that the Bureau might consider it with the view to obviating any possibility of creating a situation whereby the Bureau of Prisons might criticize the Bureau. *pe*

2-Bureau
1-SF
TEB:1cm
(3)

REC-64

EX 101

66-2435
23 JUL 6 1959

60 JUL 9 1959

Office Memorandum • UNITED STATES GOVERNMENT

cc to : A. H. Belmont *AB*

DATE: July 2, 1959

FROM : F. J. Baumgardner *FJB*

SUBJECT: SUGGESTION NO. 1327-59

- 1 - Training & Inspection
- 1 - Administrative Div.
- 1 - Mr. Belmont
- 1 - Mr. Bland
- 1 - Mr. Baumgardner
- 1 - Mr. Kleinkauf

Tolson _____
 Belmont _____
 Mohr _____
 Nease _____
 Parsons _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Holloman _____
 Gandy _____

SECURITY INVESTIGATION ~~REPORT~~ REPORT WRITING

San Francisco letter 6/24/59, page 2, contained a suggestion by SA Joseph R. Seibel recommending discontinuance of the practice of identifying in the cover pages of a report those sources who are merely utilized in the characterization of an organization which is appended to the report.

Current procedure requires that in preparing characterizations of organizations informants be identified merely as "sources" and are not assigned T symbols. Upon receipt of advice from the Bureau that a subversive organization characterization, which the office has submitted for Bureau approval, has been approved, the office prepares a supply of mimeographed copies of the characterization. When an Agent preparing a report needs to characterize the organization he merely goes to the supply of the characterization and takes the number of mimeographed copies he needs, which is equal to the number of copies of the report prepared. These copies are attached to the end of the report as appendix pages. This practice was put in effect as an economy measure and to eliminate the necessity of Agents constantly dictating and the stenographers having to transcribe the characterization every time such a characterization is utilized in reports. The practice has proved most beneficial. To complete the report in all respects it is required that the cover pages to the report include the identity of the source or sources utilized in the characterization. This merely entails the listing "NY 000-S used to characterize XYZ Committee." It is this latter item that SA Seibel's suggestion recommends be eliminated, claiming it would save considerable Agent and stenographic time.

SA Seibel's suggestion has merit. However, it appears there would be no great advantage to our report writing procedure nor would there be any appreciable saving encountered if the suggestion is adopted. On the other hand, by retaining our present practice our reports are now complete in every respect which would not be true if the suggestion is adopted. It is further noted that in view of the recent Supreme Court decision in the ~~Hayes~~ ^{Coulters} case concerning industrial security cases, with the applicability of the Jencks decision, it would appear that in the future

JHK:fk
 (8)

REC-64

66-2435-2356
24 JUL 8 1959

68 JUL 13 1959

EX-115

2-1111

Memo for Mr. Belmont

Re: Suggestion No. 1327-59; Security Investigation - Report Writing

we will be called upon more and more to answer requests concerning the availability of witnesses and informants referred to in our reports, including those which have merely been utilized in the characterizations of organizations. In handling such a request the SOG supervisor has the identity of all informants and sources available to him in the cover pages of the report and the field Agent who would handle such a request upon referral from the Bureau would also have the identities of all such informants and sources available to him in the case file of the individual subject who is under consideration for industrial screening. If SA Seibel's suggestion is adopted the SOG supervisor and field Agents would of necessity have to go to the substantive case file on the organization to determine the identities of the sources utilized in a particular characterization. Under our present practice this extra step is eliminated. The margin of error would be increased by adopting this suggestion in this regard in that characterizations are constantly changing and the sources utilized in such characterizations are constantly changing. This would result in the problem of determining the exact period to which the inquiry concerning the sources would apply and, therefore, would result in extra work not only on the part of the SOG supervisor and the field Agent but could conceivably result in increased correspondence with the inquiring agency in an effort to determine the exact period. By following our present practice this margin of error and possible problems are eliminated.

The above has been discussed with the Subversive Control Section which handles the security investigations of individuals and the inquiries relating to screening inquiries and that section is of the opinion that it is better to have our reports complete in every respect as they are at the present time.

RECOMMENDATION:

In view of the above, it is recommended that SA Seibel's suggestion not be adopted. If you approve, it is recommended that this memorandum be referred to the Training and Inspection Division for its consideration and final determination in this matter.

John J. [unclear]

AB
HB

ADDENDUM BY TRAINING AND INSPECTION DIVISION 7/6/59 - vfb

Training and Inspection Division concurs with recommendation of Domestic Intelligence Division. If approved, no further action necessary as suggester has been thanked for submitting suggestion.

WMB

[Signature]

[Signature]

[Signature]

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT *ab*

DATE: June 8, 1959

FROM : MR. F. J. BAUMGARDNER *FJB*SUBJECT: SUGGESTION PERTAINING TO DESTRUCTION
OF EXTRA COPIES OF REPORTS AND MEMORANDA
PRIOR TO INITIAL FILING*Suggestion # 128251**Baumgardner*

Tolson	_____
Belmont	_____
Mohr	_____
Nease	_____
Parsons	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

SUGGESTION: Form FD 252, attached, contains suggestion from SA [] Internal Security Section, that any copies of investigative reports received at the Bureau which are not needed for dissemination be destroyed by the reviewing supervisor at the time he initials the reports for filing rather than being sent to file with the originals. Likewise, any copies of letterhead memoranda prepared by the Field for dissemination at the Bureau and not used for dissemination should be destroyed by the supervisor at the time he sends the original to file. The supervisor should record on the original the number of copies destroyed in addition to recording the copies disseminated so that all copies may be accounted for when the reports or letterhead memoranda are checked for filing by the Records Branch.

CURRENT PRACTICES: At present all copies of investigative reports and letterhead memoranda not disseminated are filed with the originals:

ADVANTAGES: According to SA [] this suggested practice would effect an immediate savings in the space required by the Records Branch for filing new material. It would also assist in keeping files at a minimum size and easier to handle by the employees using them. Further, it would eliminate the filing of copies of reports and letterhead memoranda and a subsequent need to remove these copies from the file and destroy them under the copies destruction program. Although the number of copies of investigative reports sent to the Bureau has been reduced to a minimum dissemination varies from case to case in the same classification, particularly in the security field where four to six or more copies are received. In many cases copies of reports or letterhead memoranda which could be destroyed under this new system are retained. SA [] is not in a position to compute an estimated annual savings from this suggestion, however, the Records Branch might be able to compute such a figure.

- 1 - Mr. Belmont
- 1 - Mr. McGuire (Mr. O. G. Medler)
- 1 - Mr. Baumgardner
- 1 - Mr. D. R. Roderick
- 1 - []
- 1 - Mr. Bly

Enclosure

HOB:ejp
(8)

ENCLOSURE

JUL 11 1959

F95

166-2435-2357
NOT RECORDED
176 JUL 9 1959
20 JUL 7 1959

ORIGINAL FILED IN 66-3286-1

ack - 12-37-59
ref'd to 3 426 6-11-59

Memo to Mr. Belmont

Re: SUGGESTION PERTAINING TO DESTRUCTION
OF EXTRA COPIES OF REPORTS AND MEMORANDA
PRIOR TO INITIAL FILING

OBSERVATIONS: The Streamlining Committee of the Internal Security Section has carefully reviewed the suggestion of SA [] and has conducted considerable inquiry into this matter. Since 1955 various suggestions and studies have been made as to the best procedure for reducing files thereby making available badly needed filing space. Pertinent information in this connection is recorded in file 66-2435 serials 1807-1810, 1817, 2010, 2030, 2031, 2078-2083. By memorandum dated February 21, 1958, (66-2435-2082) the plan was placed in operation to purge all cases which are ten years or older of all extra copies of reports retaining only the original in file. The Records Branch advised that in addition to the original report the first page of an extra clean copy of a report is retained for duplication purposes which does not carry Bureau markings. The remaining pages of the original are used for any necessary duplicating work. This purge program involving cases ten years or older is working out very well and valuable filing space is being made available. The Records Branch would like to see the purge of extra reports expanded to cover all cases including reports currently being received from the Field. According to previous surveys approximately one third of all file drawer space could be saved if extra copies of reports were not retained.

The principal opposition to the destruction of all extra copies of reports comes from the Name Check section of the Domestic Intelligence Division which disseminates approximately 40,000 pages of investigative reports a month. The cost and quality of reproduction and time involved are the deterrent factors. When extra copies of reports are readily available, the dissemination is a simple and rapid procedure. When extra copies are not available, they must be reproduced from the original by the relatively slow and expensive Photostat process. The new autostat machine in the Records Branch which can duplicate at a cheaper and faster rate than the Photostat process however, is not adequate to handle the increased load of reproducing all the reports used by the Name Check section in its daily dissemination in those instances where original copies of reports only are available. The Name Check section therefore opposes the destruction of the extra copies of reports in those cases less than ten years old (most disseminations are within that period) until a cheaper, faster, and simpler process of reproduction becomes available to handle the large volume of work. The Name Check section has pointed out however that very rarely is it necessary to disseminate a report on an organization or group subject type case. The vast majority of reports disseminated are reports on individuals.

In view of the foregoing the Streamlining Committee of the Internal Security Section feels that SA [] suggestion has a somewhat new approach over the previous suggestions in that he is not recommending a purge of extra copies of the reports already filed but recommends that beginning now the Seat of Government supervisors will file only the original, disseminate or destroy all other copies received. The Stream-

Memo to Mr. Belmont
Re: SUGGESTION PERTAINING TO DESTRUCTION
OF EXTRA COPIES OF REPORTS AND MEMORANDA
PRIOR TO INITIAL FILING.

OBSERVATIONS - Con't:

lining Committee recommends that SA [] suggestion be partially adopted: Supervisors handling organization cases, infiltration of union and other group subject type cases be instructed to file only the original reports and letterhead memoranda in these categories and disseminate or destroy all extra copies. When adequate reproduction equipment is installed which would handle the volume of report duplicating necessary in an expeditious manner at a nominal cost then consideration should be given to adopting the balance of SA [] suggestion. Namely: file only the original report and letterhead memoranda in all type cases including individual cases and disseminate or destroy all extra copies. Under the current reporting system now in operation the first page of the original report being disseminated does not receive Bureau markings as these are placed on a cover page to the report. The reproduction of reports from the original now do not involve the additional problem of removal of Bureau markings. If adequate reproducing machines are installed then consideration could be given to purging the files of all extra copies of reports including those cases less than ten years old.

RECOMMENDATION: It is recommended that SA [] suggestion as modified above be adopted. If you approve, this memorandum should be routed to the Training and Inspection Division for further consideration and acknowledgment.

Hrb
lck

RECOMMENDATION INVESTIGATIVE DIVISION:

The problem of excessive copies of reports and memoranda is negligible within the Investigative Division. Except in rare cases the field submits only enough copies required in accordance with existing Bureau regulations. Therefore, other than the fact the suggestion places additional responsibility of a clerical nature upon the supervisory staff at the Bureau, no objection would be interposed to its acceptance by this division.

R✓ WAK

File

1282-59
June 8, 1959

To: *Director, FBI*
From: (Suggester's name) *Special Agent*
Division of Assignment *Domestic Intelligence*

SUGGESTION It is suggested that any copies of investigative reports received at the Bureau which are not needed for dissemination be destroyed by the reviewing supervisor at the time he initials the reports for filing, rather than being sent to file with the originals. Likewise, any copies of letterhead memoranda prepared by the Field for dissemination at the Bureau and not used for dissemination should be destroyed by the supervisor at the time he sends the original to file. The supervisor should record on the original the number of copies destroyed, in addition to recording the copies disseminated, in order that all copies may be accounted for when the report or letterhead memorandum is checked for filing by the Records Branch.

Current practice or rule (include manual citation as well as facts)

At present all copies of investigative reports and letterhead memoranda not disseminated are filed with the originals.

Advantages of suggestion and annual savings (include basis for estimate)

This suggested practice would effect an immediate savings in the space required by the Records Branch for filing new material. It would also assist in keeping files at a minimum size and easier to handle by the employees using them. Further, it would eliminate the filing of copies of reports and letterhead memoranda and the subsequent need to remove these copies from file and destroy them under the copy destruction program. Although the number of copies of investigative reports sent to the Bureau has been reduced to a minimum, dissemination varies from case to case in the same classification, particularly in the security field, and in many cases copies of reports or letterhead memoranda are received which could be destroyed under this system. No basis is known to the writer for computing an estimated annual savings.

Disadvantages of suggestion

Instances will arise in which dissemination not originally contemplated will be necessary at a later date. This will require the reproduction of copies from originals on an infrequent basis, as is now done when copies are exhausted.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

Hall
Special Agent

Signature and Title of Suggester

Recommendations and comments of Division Head

ENCLOSURE

NOT RECORDED

176 JUL 9 1959

Signature and Title

(Do not write in this space - for Bureau use only)

Memo to Bureau to Mr. Loebl 6-25-59 New.mbk
at to Hall 6-25-59 New.mbk

ORIGINAL FILED IN 66-8286-538

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MC GOWAN

DATE: 6-16-59

FROM : W. G. EAMES E

SUBJECT: SUGGESTION #1282-59
DESTRUCTION OF EXTRA COPIES
OF REPORTS AND MEMORANDA

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Reference is made to suggestion submitted by SA [] Domestic Intelligence Division, wherein SA [] suggested that any copies of investigative reports received at the Bureau which are not needed for dissemination be destroyed by the reviewing supervisor at the time he initials the reports for filing, rather than filing these copies of reports. He also proposes that any copies of letterhead memoranda prepared by the Field for dissemination at the Bureau and not used for dissemination should also be destroyed by the supervisor. SA [] suggests that the supervisor record on the original report, the number of copies destroyed and the copies disseminated in order that all copies may be accounted for when the report or letterhead memorandum is checked for filing by the Records Branch. SA [] feels that this suggestion would effect an immediate savings in the space required in the Records Branch for filing new material and would simplify the maintenance and servicing of the Bureau's files. This suggestion has been referred to the Records Branch for your comments and recommendations.

OBSERVATIONS:

As you are aware, the Records Branch has been engaged in the copy destruction program since February, 1958, when based on a plan instigated and submitted by the Records Branch, in line with our records management program designed to eliminate obsolete and valueless material from the Bureau's records, authorization was received to purge all extra copies of reports pertaining to cases ten years old or older. In addition to the original report, we retain the first page of a copy of the report, which is free of Bureau markings, to be used if subsequent reproduction is necessary.

REC-51

(Continued on Page 2)

NOT RECORDED

176 JUL 9 1959

20 JUL 1959

53 JUL 16 1959

ORIGINAL FILED IN 66-3286-13

b6
b7C(P)W:gbh
(7)1 - []
1 - Mr. Bly

796

Memo W. G. Eames to Mr. McGuire
Re: Suggestion #1282-59
Destruction of Extra Copies
of Reports and Memoranda

6-16-59

This program has proven to be extremely beneficial to the Records Branch and has resulted in the savings of valuable filing space (since program's inception, 1,172 drawers, which is equivalent to 234½ five-drawer cabinets, have been destroyed even though we have been unable to operate the program on a full-time basis due to unavailability of personnel) and many other intangible benefits.

The Records Branch is very much in favor of the adoption of SA [] suggestion and feels that the suggestion should be implemented to the greatest degree possible consistent with the dissemination requirements of the various supervisory desks. We feel that the adoption of this suggestion will further minimize our maintenance and service problems created as a result of the constant growth and expansion of the Bureau's records. Records management experts agree that the most efficient records management programs attempt to control the creation of records and once created strive to keep the filing of these records to a minimum on the proven theory that records once created and filed are extremely expensive to maintain and are even more expensive to dispose of. SA [] suggestion is consistent with the idea that if possible records should be eliminated prior to being filed and is certainly a step in the right direction from a sound records management standpoint.

b6
b7c

Inasmuch as the Records Branch is responsible for an accounting of all copies, if this suggestion is adopted, it will be incumbent upon the substantive supervisors to make proper notations reflecting the disposition of copies and accounting for all copies submitted. ~~The Records Branch also desires that in addition to retaining the original report, that the first page of one copy of the report be retained to conform with our present copy destruction procedure, this copy to be used for reproduction purposes in the event future dissemination is necessary.~~

RECOMMENDATION:

That this memorandum be referred to the Training and Inspection Division in accordance with their request.

DM

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: June 24, 1959

FROM : Q. Tamm *Q. Tamm*

SUBJECT: SUGGESTION #1282-59
 SUBMITTED BY SA
 INTERNAL SECURITY SECTION
 DOMESTIC INTELLIGENCE DIVISION

Tolson ☒
 Belmont ☒
 DeLoach ☒
 McGuire ☒
 Mohr ☒
 Parsons ☒
 Rosen ☒ b6
 Tamm ☒ b7C
 Trotter ☒
 W.C. Sullivan ☒
 Tele. Room ☒
 Holloman ☒
 Gandy ☒

SUGGESTION: That ~~copies of reports and letterhead memoranda~~
~~not needed for dissemination be destroyed by Seat~~
~~of Government supervisors and only originals be filed.~~ Note on
 original number of copies disseminated and number destroyed. *BH*

PRESENT PRACTICE: All copies not disseminated are filed with
 originals.

ADVANTAGES: Saving of file space. Reduction of need for later
 purging of unneeded copies from files.

DISADVANTAGES: Copies needed for dissemination at later date
 would have to be mechanically reproduced, incur-
 ring both expense and delay.

OBSERVATIONS: Divisions primarily concerned are Domestic Intelligence
 Division and Records Branch. Investigative Division
 has no objection as problem is rare in their cases. Records Branch
 recommends favorably as suggested procedure will minimize mainten-
 ance and service problems with files. Domestic Intelligence Division
 recommends modification: Name Check Section opposes destruction of
 extra copies until cheaper, faster and simpler process of reproduc-
 ing is available. Present Auto-Stat machine is too slow to handle
 volume of reproducing reports needed on daily basis, and Photostat
 process is slow and expensive. Name Check Section now disseminates
 about 40,000 pages of reports monthly, and the more we have to re-
 produce mechanically the slower and more expensive the process
 becomes. Vast majority of disseminations are made in cases on
 individuals and not on organizations, and the Domestic Intelligence
 Division recommends that extra copies be destroyed only in organiza-
 tions cases but that extra copies be filed as at present in cases
 on individuals to provide for future dissemination. If and when
 better, faster and cheaper reproducing equipment becomes available,
 extension of process to cases on individuals can be considered.

Enclosure

NAW:mbk
 (2)

REC-51

FX-113

166-2435-2359
 NOT RECORDED
 176 JUL 9 1959

20 JUL 7 1959

ORIGINAL FILED IN 66-3286-854

2-*NAW*

Memorandum to Mr. Tolson

Re: SUGGESTION #1282-59

Submitted by SA [redacted]

Domestic Intelligence Division

b6
b7C

RECOMMENDATIONS:

1. That suggestion be adopted as modified, viz., extra copies in organizations cases be destroyed as suggested but that present procedure of filing extra copies be continued in cases on individuals. (If approved, Mr. Belmont should issue instructions to supervisors handling organizational-type cases. No Manual changes necessary as only a few supervisors will be affected.)

*Memo forwarded by Mr. Belmont to
all supervisors in New York City,
instructing that extra copies of reports
be destroyed (yellow of instructions attached)
HAB*

2. That enclosed letter to suggester be sent advising him of adoption of modification of his suggestion.

*W. J. R. C.
6/23*

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: July 2, 1959

FROM : Q. Tamm

SUBJECT: REPORTS WRITING; INSPECTION EXAMINATIONS

Tolson	_____
Belmont	_____
DeLoach	_____
McGuire	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Knowledge of the Bureau's report writing rules is important to the Bureau from the standpoint of (1) the quality of reports, and (2) the saving of money by cutting down on agents' and stenographers' time in preparing them and on clerks' time in processing them.

With this thought in mind, new sets of examinations on report writing and related matters have been prepared for Inspectors and will be given at all inspections beginning immediately until every office has had them.

Expectation of such examinations should cause increased study of the manuals in the field and benefit the Bureau immediately. Therefore, it is proposed that the attached SAC Letter be sent to the field.

RECOMMENDATION:

That the attached SAC Letter be approved.

Enclosure -

(Bufile 66-2435)

1 - Inspections General File (67-030)

EX 109

REC-73

66-2435-2360

14 JUL 14 1959

LAF:mbk
(6)

50 JUL 21 1959

To : All Supervisors
Domestic Intelligence Division

Date: July 1, 1959

From : Mr. A. H. Belmont

66-2435-2359

Subject: DESTRUCTION OF UNNECESSARY COPIES OF
INVESTIGATIVE REPORTS REGARDING ORGANIZATIONS

The Manual for Bureau Supervisors carries the following instruction on page 25a: "Supervisors should be alert to cases in which the number of copies of reports required by the Bureau will be larger or smaller than provided for by Bureau regulations. When such situations are anticipated, the supervisor may direct the field to submit a larger or smaller number of copies."

A suggestion has been made which has been approved that if copies of investigative reports dealing with organizations are received at the Bureau which are not needed for dissemination, such extra copies are to be destroyed by the supervisor when he initials the original report for filing. A notation must be made on the original regarding the number of copies destroyed, which notation should be initialed by the supervisor. This applies only to reports regarding organizations and does not extend to reports on individuals.

The practice of destroying these unnecessary copies of organizational-type reports should be placed in effect immediately.

NOTE ON YELLOW:

See memorandum from Mr. Q. Tamm to Mr. Tolson dated 6-24-59 entitled "Suggestion #1282-59 Submitted by SA [redacted] Internal Security Section, Domestic Intelligence Division," NAW:mbk.

b6
b7C

HOB:GMI:ebc

Tolson
Belmont
DeLoach
McGuire
Mohr
Parsons
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holoman
Gandy

JUL 17 1959

ORIGINAL FILED IN 66-3286-835

#27-60

Date

7/17/59

To:

Director, FBI

From: (Suggester's name)

SA MARTIN E. COX

11-12

Division of Assignment

Cincinnati

SUGGESTION

OH

That the Armed and Dangerous Warning Statement in regard to subjects considered to be armed and dangerous or who have suicidal tendencies be also included in all investigative reports on the Form FD-263 (Cover Page) immediately following the Title and Character of the case.

JUL 20 1959

WJF

0

INVESTIGATIVE REPORTS

Current practice or rule (include manual citation as well as facts) Present Bureau Report Writing Regulations instruct that the Armed and Dangerous Warning Statement be included in the Synopsis of the investigative report on the Form FD-204. (Manual of Rules and Reg. II-4-15)

Advantages of suggestion and annual savings (include basis for estimate)

It is noted that in the physical make-up of the investigative report, the Form FD-263 (Cover Page) is actually the first page of the report, and that the synopsis of the report on Form FD-204 is located one or more pages beneath the Form FD-263. It is suggested that the inclusion of the Armed and Dangerous Warning Statement on the Form FD-263 immediately under the Title and Character of the case will more clearly and graphically fulfill the purpose of the Warning Statement to immediately alert Bureau Personnel to the dangerous character of the subject. It is believed that the adoption of the above suggestion will also lessen the possibility of the important warning statement being

Disadvantages of suggestion

omitted by personnel during dictation or rough drafting by serving as a flag to the dangerous character of the subject which will be clearly visible on the top page of the investigative report. Unable to estimate annual savings.

Additional typing time.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

Martin E. Cox, Special Agent

Signature and Title of Suggester

Recommendations and comments of Division Head

Streamlining Committee recommends on theory that it would further flag the dangerousness of subject. SAC concurs.

B. J. Mason, SAC

Signature and Title

(Do not write in this space - for Bureau use only)

REC-99

66-2435-236

EX-140

JUL 20 1959

21

62 AUG 3 1959

2 - Cincinnati (1 - 66-2933, Streamlining Committee) MCA:aaa(5)

UNRECORDED COPY FILED IN 66-3482

REC-98 Director, FBI (66-2435) — 2362

REPORT WRITING

EX-133

Reurlet 7/27/59 in which you recommended (1) that FD-302s not be used to record negative interviews of persons in a bank at the time of a bank robbery and (2) that the names and addresses of such persons be listed on an SF-64 instead.

The rule regarding the preparation of FD-302s exists because we must have a written recording of an interview of a person who may be called to testify. If he testifies and the defense asks for our recording of our interview with him, we must produce it. The listing of his name with others is not considered to be a proper recording of an interview with him.

Therefore, while the Bureau is appreciative of the thought put on this matter, it is believed a change should not be made at this time. Of course, people far removed from the actual scene of the robbery could not be called to testify, and the results of interviews with them need not be put on FD-302s; however, this is a decision which must be made by the agents involved.

LAF:sjw
(4)



Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

62 AUG 13 1959

MAIL ROOM TELETYPE UNIT

Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. Belmont *abs*

DATE: June 26, 1959

FROM : F. J. Baumgardner *FJB*

SUBJECT: SUGGESTION OF SPECIAL AGENT JOHN F. MORLEY,
CHANGING FROM SIX TO FIVE THE NUMBER OF
INTERNAL SECURITY (100 CLASSIFICATION) ORGANIZATION REPORTS AND RELIABILITY
MEMORANDA TO BE SENT TO THE BUREAU

Tolson _____
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

SUGGESTION: *Suggestion #1323-59*

Reports

Confidential

Form FD 252, attached, contains suggestion from SA John F. Morley, Internal Security Section, that the number of copies of reports and reliability memoranda relating thereto submitted to the Bureau in communist front and other miscellaneous organization cases in the 100 classification be reduced from six copies to five. Also that only one copy of the cover pages for a report be submitted instead of two which are generally submitted. This suggestion would apply to all cases of this category except reports submitted on the Communist Party, USA, and its subdivisions in connection with which we will continue to need six or seven copies as now required.

CURRENT PRACTICES:

According to the Manual of Rules and Regulations and the FBI Handbook six copies of communist front and miscellaneous organization reports and six copies of reliability memoranda related thereto are required to be sent to the Bureau. The manual and handbook requirement states that no more than two copies of cover pages should be submitted. In the vast majority of this type of case only four copies of the reports and reliability memoranda are disseminated at the Seat of Government. The extra copies not disseminated of the report and reliability memoranda are filed with the original copy. In most instances two copies of the cover pages are submitted with each report. Since only one is necessary to be filed the other is usually destroyed.

ADVANTAGES:

Eliminating one copy of the report, reliability memoranda and cover pages would bring about the following savings:

(1) Reduction of field stenographic time and effort in preparing the material.

Enclosure

Mr. Belmont

Mr. McGuire

Mr. L. A. Teller
Chief, Inspection Division (Mr. L. A. Teller)
Streamlining Committee File

NOT RECORDED

170 JUL 15 1959

TWO

51 JUL 22 1959

100-00533
ORIGINAL COPY FILED IN

Memorandum for Mr. Belmont

RE: SUGGESTION OF SPECIAL AGENT JOHN F. MORLEY

(2) Reduction in use of material (paper, carbon paper, et cetera).

(3) Reduction of time in administrative handling of the reports in the field and at the Seat of Government.

(4) Reduction in mailing costs.

(5) An immediate reduction in filing space with an ultimate reduction in custodial costs. The annual savings are unknown.

DISADVANTAGES:

In those isolated or rare instances where an additional copy of a particular organization report is needed at the Seat of Government a Photostat can be made from the original. If known in advance that an extra copy is necessary, the field could be instructed to submit the extra copy thereby eliminating the necessity of duplication.

OBSERVATIONS:

The Streamlining Committee of the Internal Security Section has carefully reviewed this suggestion of SA Morley and has made considerable inquiry into this matter. Supervisors A. G. Gilliland and L. A. Francisco of the Training and Inspection Division, and Supervisor O. G. Medler of the Records Branch, have been contacted to ascertain if they have any reasons why the suggestion should not be adopted. These inquiries have resulted in the conclusion that the suggestion has definite merit and should be adopted. Organization reports in the 100 classification are usually substantial in size and since five copies only are necessary except in the case of the Communist Party, USA, and its subdivisions where six or seven copies are necessary, the elimination of one copy could result in the savings indicated above.

The change from six to five copies can be effected very easily through a minor manual and handbook change which will be worked out with Mr. L. A. Francisco of the Training and Inspection Division if this suggestion is adopted.

RECOMMENDATION:

It is recommended that SA Morley's suggestion be adopted. If you approve this memorandum should be routed to the Training and Inspection Division for its consideration and acknowledgment.

H.B. RWC
1/2
1/2
1/2

*as to reducing number of copies

Date

June 26, 1959

To:

Director, FBI

From: (Suggester's name)

John F. Morley

Division of Assignment

Domestic Intelligence Div.

SUGGESTION

It is suggested that the number of copies of reports and reliability memoranda relating thereto submitted to the Bureau in communist front and miscellaneous organization cases in the 100 classification be reduced from six copies to five. Also, that only one copy of the cover pages for a report be submitted.

This suggestion does not apply to reports submitted on the Communist Party, USA, and its subdivisions.

Current practice or rule (include manual citation as well as facts)

See attached page.

Advantages of suggestion and annual savings (include basis for estimate)

1. Reduction of field secretarial time and effort in preparing (typing, correcting, assembling, etc.) reports, reliability memoranda and cover pages.
2. Reduction in use of material (carbon paper, bond paper, etc.)
3. Reduction of time in administrative handling in the field (clerical Special Agent, and supervisory) and at SOG (clerical, substantive supervisor and Records Branch).
4. A reduction in mailing costs.
5. An immediate reduction in file space with an ultimate reduction in custodial costs.

Annual savings unknown.

Disadvantages of suggestion

In those isolated instances where an additional copy of a particular report would be needed at SOG, it would be necessary to have a Photostat made. However, such instances are few and far between.

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States)

☒ Mr.

☐ Mrs.

☐ Miss

Signature and Title of Suggester

Recommendations and comments of Division Head

ENCLOSURE

ENCLOSURE

66-2435

NOTIFIED

170 JUL 15 1959

(Do not write in this space - for Bureau use only)

ack 6.30.59 JF

Divs 3 & 4 considering

ack 7-8-59 JF

Memo of 2 copies to Mr. Tolson
7-59 JF
Let to Mr. Tolson 4-51

ORIGINAL COPY FILED IN 100-00-532

Current practice or rule (Include manual citation as well as facts)

Field now submits six copies of communist front and miscellaneous organization reports (M of RR II - 9 - 11; FBI Handbook K - 94); six copies of reliability memoranda (M of RR II - 4 - 6; FBI Handbook I - 40); and no more than two copies of cover pages; (M of RR II - 4 - 13; FBI Handbook I - 50). While, according to the latter instructions, the field could merely submit one copy of cover pages, it is noted that two copies are generally submitted.

There are no Manual of Instructions references concerning this suggestion.

In the vast majority of cases only four copies of above-mentioned reports and reliability memoranda are disseminated at SOG. The remaining two copies of reports and reliability memoranda are filed. One copy of the cover pages is filed and the other is destroyed.

ST
file

(E)⁰ REPORT WRITING - INSPECTION EXAMINATIONS -- You are hereby advised that beginning immediately the examinations to be given to Special Agents at inspections for an indefinite period will be on the subject of report writing and related matters. You should advise the personnel of your office.

7/7/59
SAC LETTER NO. 59-43

ORIGINAL FILED IN 66-04-

166-2435-
NOT RECORDED
102 JUL 17 1959
R.

106
50 JUL 22 1959

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: 7/27/59

FROM: ^{WBS}
^{RIT} SAC, San Francisco (66-1886)SUBJECT: REPORTS WRITING

The following recommendations concerning report writing were initiated by SA PETER J. HOPKINS, who had prepared rough-draft recommendations prior to his death on June 2, 1959, and these were located in his work box after his death.

The following observations are being submitted for the Bureau's consideration in the use of FD-302s and SF-64s in the preparation of Bank Robbery reports:

It is noted that the Manual of Rules and Regulations sets out that if an interview goes to the merits of the case or is of value to the U. S. Attorney for determining the desirability of prosecution, the interview shall be set out on the interview report form (FD-302). The Manual then sets out an example where five are present at the time of a bank robbery and only three observe the robber; all are pertinent interviews and should be recorded on interview report forms (FD-302). In consideration of these instructions, it has been the practice to record the interviews of all persons in a bank at the time of a bank robbery on the FD-302, making no difference whether the person saw the robber or any part of the robbery.

It has been the experience of this office that in many bank robberies, a number of persons in the bank, either as employees or customers, did not see any part of the robbery. However, all of these interviews are recorded on FD-302s. It would seem that these interviews do not in any way add to merits of the case, and the fact that the person saw nothing the interview would not be of value to the U. S. Attorney for determining merits for prosecution.

From the experience of this office, the number of persons in the bank who did not see the bank robber varies anywhere from five or six persons to 25 or 30 persons. This number, of course, depending on the size of the bank and the hour of day of the robbery. Under normal conditions, all these interviews are handled by only three or four Agents. This requires that each Agent must prepare numerous, what might be called negative, FD-302s.

3-Bureau
2-SF
(1 - 66-1886)
(1 - 66-1748)
JRD:ICM
(5)

Attended to 8/4/59
by R. J. Jones

REC-98

EX-133

66-2435-2364
AUG 10 1959

Handwritten signature and initials

As each of these FD-302s is a separate page, this requires considerable time for Agents, stenographers and clerks in the dictation, transcription and filing of the FD-302s. In addition, it tends to make the report very bulky by increasing greatly the number of pages without in any way increasing the positive information contained in the report. This, of course, makes the report more difficult to read, and makes it more difficult to review for pertinent and positive information.

It is suggested that the Bureau consider the value of putting these negative interviews on SF-64s, rather than on FD-302s. As pointed out above, one Agent may conduct as many as 10 or 15 negative interviews, which requires an equal number of FD-302s. However, if he could submit these on one SF-64, he would measurably reduce time and expenses. The interviewing Agent could prepare one SF-64 in which he would set out that the following persons in the bank were interviewed and did not see the bank robber, and then list the persons by name and their employment in the bank or, if a customer, so indicate with the home address. Therefore, instead of an Agent preparing 10 to 15 pages, he could prepare one page containing the same information, all of which is negative as to the merits of case for prosecution.

It would seem that the only case in which these persons could be used in the trial would be to aid the defense. In such case, the interviewing Agent would be called on to refute the testimony of this person. As the SF-64 is used when an FBI employee is going to testify, the SF-64 would suffice in this case as any testimony in this instance would require testimony by an FBI employee. The fact that the names of other persons who did not see the bank robber would be on this SF-64, should in no way affect the merits of the useability of the SF-64.

As indicated above, the use of the SF-64 in these instances would measurably reduce the time now utilized by Agents, stenographers and clerks in the preparation of these reports. Also, it would greatly reduce the number of pages in the report, making them considerably less bulky. This would be a savings on postage, as well as making the reports more concise and easier to read.

In connection with the above recommendations by the late SA PETER J. HOPKINS, a review of four bank robbery files taken at random revealed the following statistics concerning the number of pages that could be saved by the use of the SF-64 in place of an FD-302:

b6
b7C

San Francisco file 91-2164, entitled "UNKNOWN SUBJECT; Bank of America, NT&SA, McAllister and Fillmore Branch, 1019 Fillmore Street, San Francisco, California, 1/30/59; BR." Report of SA [redacted] dated February 27, 1959. A review of this report reflects that 35 negative FD-302s were dictated and that if SF-64s had been utilized

SF 66-1886

it would have been necessary only to use four of these, thereby saving 31 pages.

San Francisco file 91-2209, entitled "FRANKLIN DELANO ROOSEVELT PLOUSHA, ET AL; Bank of America, NT&SA, 501 Hayes Street, San Francisco, California, 3/25/59; BR." Report of SA [redacted] dated April 24, 1959. In this case 11 negative 302s were used which could have been placed on three SF 64s, thereby saving eight pages.

b6
b7C

San Francisco file 91-2238, entitled "UNKNOWN SUBJECT; Bank of America, NT&SA, 23rd and Mission Branch, 2701 Mission Street, San Francisco, California, 5/7/59; BR." Report of SA [redacted] dated June 4, 1959. A review of this file reflects that 16 negative FD-302s were utilized which if placed on SF-64s would have used only four pages, resulting in a saving of 12 pages.

b6
b7C

San Francisco file 91-2222, entitled [redacted] aka - FUGITIVE; Elmhurst Branch, Bank of America, NT&SA, 9400 East 14th Street, Oakland, California, 4/10/59; BR." Report of SA [redacted] dated May 8, 1959. A review of this file reflects that 25 negative FD-302s were utilized and that if these had been placed on SF-64s only six pages would have been necessary, resulting in a saving of 19 pages.

b6
b7C

A summary of the statistics in the above cases are set out as follows:

<u>File</u>	<u>Negative Interview on FD-302</u>	<u>Use of SF-64</u>	<u>Saving in Number of Pages</u>
91-2164	35	4	31
91-2209	11	3	8
91-2238	16	4	12
91-2222	<u>25</u>	<u>6</u>	<u>19</u>
TOTALS	87	17	70

From the above summary, it is evident that if the use of SF-64s were approved to replace the use of FD-302s in the reporting of negative interviews in bank robbery cases, considerable time of Agents, stenographers, clerks and personnel reading bank robbery reports could be realized.

SF 66-1886

It is requested that the Bureau consider the advisability of approving the use of SF-64s instead of FD-302s in the above situation.

Office Memorandum for UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: July 31, 1957

FROM : MR. S. B. DONAHUE

1 - Belmont
Donahue
McGuire
Farker
Stewart

SUBJECT: FILING SYSTEM - RECORDS MANAGEMENT
Suggestion 573-60

Tolson _____
Boardman _____
Belmont _____
Mohr _____
Nease _____
Rosen _____
Tamm _____
Trotter _____
Tele. Room _____
Holloman _____
Gandy _____

Re SAC Letter 59-43, paragraph (c), which requests suggestions to strengthen the records management program at SOG and in the field.

It has been recommended by SA W. D. Stewart that the field be permitted to exercise good judgment and reduce the number of copies from 2 or 3 for itself in pending inactive cases to one copy when it has no need for the additional copy or copies and the only reason for setting out the additional copy or copies was to comply with manual instructions calling for 2 or 3 copies of pending reports as the case may be.

Reports

The following examples are set out wherein the office of origin by exercising good judgment could deviate from the required manual provision for 2 or 3 copies for itself, as set forth in Part I, pages 61-99, FBI Handbook, and set out one or 2 less copies and request auxiliary offices to similarly furnish a lesser number of copies when it is recognized by the office of origin it has no need for the required number of copies:

1. Yugoslavian, Albanian, etc. Activities in the U.S.
Office of origin receives 2 copies, auxiliary offices preparing pending inactive report receive 2 copies. Typical lead: "All follow and report Yugoslavian, Albanian, etc. activities in the area."

2. Soviet-bloc Funds reports (65-33033-Albanian Funds).
Office of origin receives 2 copies. Typical lead: "All report results of monitoring Albanian bank accounts for month of June, 1957."

3. Foreign officials and personnel who are subjects of 105 cases and who are assigned to a U.N. Delegation in New York City, an Embassy or Legation in Washington, D.C., or a Consulate in a large U.S. city, do not generally change locations during their stay in the U.S. The office of origin sets out for itself three copies whereas one copy would probably be sufficient in that these people do not relocate as a rule and in the very few cases that they do it would appear to be more economical to Photostat necessary reports than maintain innumerable copies in the event a person did relocate. Typical lead set out by office of origin: "All follow and report..."

JFF:119
(6)

See Addendum on page 30

Donahoe to Belmont
RE: STREAMLINING SYSTEM - RECORDS MANAGEMENT

If the field is authorized and encouraged to reduce the number of copies designated for itself in particular cases, where good judgment dictates and where it is obvious that additional copies are useless, a savings in file space can be made. It would be impractical to issue instructions for the field to submit a particular number of copies of a report within a major classification such as a 105 classification for individual situations. However, the objective could be accomplished if the field had authority to reduce copies where practical. The field could, if deemed necessary, set forth a statement on FD-263 (cover page of report) why it is deviating from designating the required number of copies of report for itself.

The Streamlining Committee of the Nationalities Intelligence Section considered this suggestion on 7-30-59 and recommends that it be adopted.

RECOMMENDATION:

It is recommended that this suggestion be routed to the Records Branch for consideration,

AND TO TRAINING AND

INSPECTION DIVISION FOR ACKNOWLEDGMENT AND
COORDINATION.

Not being acknowledged
for special rules for
handling these suggestions.

587/5
Suggestion
could be extended to
reports submitted on
investigative cases.
J.H.K.

Could use increase number
of labels and LARA cases. IF
no problems would arise
when and if these
become a trend on reports
J.H.K.

Memo sent to McNamee
7/8/59 jwm-lyr

August 6, 1959

SUBVERSIVE CONTROL SECTION

This Section is definitely opposed to the extension of this suggestion to those individual security cases of subjects who may be subject to apprehension and detention under the Emergency Detention Program (EDP). It is felt that a minimum of three copies of reports in such security cases should be prepared by the office of origin as in the event of a national emergency and a subject is apprehended one copy will be submitted to the U.S. attorney, one copy should be available for use by Agents who may attend hearings conducted under the EDP, and one copy should remain in the field office file so that file will be complete at all times.

TDR/pmt ✓

Handwritten signature/initials

Handwritten signature/initials

Mr. A. H. Belmont

July 21, 1959

Mr. F. J. Baumgardner

**COPIES OF INVESTIGATIVE REPORTS IN
LABOR MANAGEMENT RELATIONS ACT, 1947
(SECURITY MATTER) CASES
LABOR MANAGEMENT RELATIONS ACT, 1947
(SECURITY MATTER)**

At present the Bureau is furnished four copies of each report in a Labor Management Relations Act, 1947, (Security Matter) case, two of which are furnished to the Department. The reporting office retains three copies of each pending report. This has provided one extra copy at both the Bureau and in the field for use in connection with prosecutions. Such extra copies have not been found necessary in recent prosecutions. At present prosecutions are normally handled by Department Attorneys and the Department already has two copies of each report, which makes one available for field use by the attorneys trying the case. Also, a very limited number of prosecutions are initiated by the Department. It appears cheaper to prepare Photostats if it becomes necessary to furnish copies of investigative reports to a United States Attorney in a particular case, rather than to prepare and hold extra copies in all cases.

RECOMMENDATION:

It is recommended that the number of copies of investigative reports in Labor Management Relations Act, 1947, (Security Matter) cases be changed to three for the Bureau and two for the reporting office. Suggested changes for the FBI Handbook and Manual of Rules and Regulations are enclosed. An SAC letter has not been prepared in view of the nonurgent nature of this change.

Enclosures

- 1 - Mr. Belmont
- 1 - Training and Inspection Division
- 1 - Mr. Baumgardner
- 1 - FBI Handbook
- 1 - Manual of Rules and Regulations
- 1 -

QWH:cef;bnd

Tolson (7)
Belmont _____
DeLoach _____
McGuire _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Holloman _____
Gandy _____

66-24475
NOT RECORDED
126 JUL 30 1959

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b7c

ORIGINAL FILED IN

MAIL ROOM ☐ TELETYPE UNIT ☐